



State of West Virginia
Agency Request for Quote

Table with 4 columns: Proc Folder, Doc Description, Proc Type, Date Issued, Solicitation Closes, Solicitation No, Version. Row 1: 1398031, Parking Lot Sealing and Asphalt Paving Project, Agency Purchase Order, 2024-03-18, 2024-04-10 10:30, ARFQ 0608 DCR2400000106, 1.

BID RECEIVING LOCATION

VENDOR

Vendor Customer Code: 185024
Vendor Name : WOLFES EXCAVATING, LLC
Address : 70 COLUMBIA BLVD
Street : COLUMBIA BLVD
City : CLARKSBURG
State : WEST VIRGINIA Country : USA Zip : 26301
Principal Contact : JUSTIN HAYES
Vendor Contact Phone: 304-842-9050 Extension:

FOR INFORMATION CONTACT THE BUYER

Philip K Farley
(304) 549-1050
philip.k.farley@wv.gov

Vendor Signature X

Justin Hayes

FEIN# 412244116

DATE 4/16/2024

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The West Virginia Department of Homeland Security, Division of Administrative Services (DAS) is soliciting bids on behalf of the West Virginia Division of Corrections and Rehabilitation (DCR) to establish a lump sum contract for sealing and striping the parking lot area and asphalt paving project at the Kenneth "Honey" Rubenstein Juvenile Center (KHRJC), located at 141 Forest Camp Road, Davis, WV 26260.

INVOICE TO		SHIP TO	
DIVISION OF CORRECTIONS - CENTRAL OFFICE		KENNETH HONEY RUBENSTEIN JUVENILE CENTER	
1124 SMITH STREET		141 FORESTRY CAMP RD	
SECOND FLOOR			
CHARLESTON	WV	DAVIS	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Total Bid Amount				

Comm Code	Manufacturer	Specification	Model #
30121601			

Extended Description:
Parking Lot Sealing and Asphalt Paving Project

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Mandatory Pre-Bid Meeting at 10:00 AM E.S.T.	2024-03-27
2	Deadline for Question Due is 2:00 PM E..S.T	2024-04-03
3	Bid Due By 10:30 AM E.S.T.	2024-04-10

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening:

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

Kenneth "Honey" Rubenstein Juvenile Center
141 Forest Camp Road, Davis, WV 26260

Time: 10:00 AM E.S.T.

Date: March 27, 2024

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

- 4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Division of Corrections and Rehabilitation. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline:

Submit Questions to: 2:00 PM E.S.T. on April 3, 2024

1124 Smith Street, Suite 2100

Charleston, WV 25301

Fax: (304) 957-7622

Email: Philip.K.Farley@wv.gov (Email is the preferred method.)

- 5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Division of Corrections and Rehabilitation is binding.
- 6. BID SUBMISSION:** All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through wvOASIS in paper form delivered to the Division of Corrections and Rehabilitation at the address listed below either in person or by courier, or in facsimile form by faxing to the Division of Corrections and Rehabilitation at the number listed below. Notwithstanding the foregoing, the Division of Corrections and Rehabilitation may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. The Division of Corrections and Rehabilitation will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Bids submitted in paper or facsimile form must contain a signature. Bids submitted in wvOASIS are deemed to be electronically signed.

Any bid received by the Division of Corrections and Rehabilitation staff is considered to be in the possession of the Division of Corrections and Rehabilitation and will not be returned for any reason.

For Request for Proposal (“RFP”) Responses Only: Submission of a response to a Request for Proposal is not permitted in wvOASIS. In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal prior to the bid opening date and time identified in Section 7 below, plus ____ convenience copies of each to the Division of Corrections and Rehabilitation at the address shown below. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical in a separately sealed envelope.

Bid Delivery Address and Fax Number:

Division of Administrative Services
1124 Smith Street, Suite 2100
Charleston, WV 25301
Fax: 304-957-7622

A bid submitted in paper or facsimile form should contain the information listed below on the face of the envelope or fax cover sheet otherwise the bid may be rejected by the Division of Corrections and Rehabilitation:

SEALED BID: Kenneth “Honey” Rubenstein Juvenile Center – Sealing / Striping Parking Lot and Asphalt Paving Project

VENDOR NAME:

BUYER: Philip Farley

SOLICITATION NO.: ARFQ 0608 DCR2400000106

BID SUBMISSION DEADLINE TIME AND DATE: 10:30 AM E.S.T. on April 10, 2024

FAX NUMBER: 304-957-7622

The Division of Corrections and Rehabilitation may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor’s inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

- 7. PUBLIC BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Division of Corrections and Rehabilitation time clock (in the case of hand delivery).

Bid Opening Date and Time: 11:00 AM E.S.T. on April 10, 2024

Bid Opening Location:

Division of Administrative Services
1124 Smith Steet, Suite 2100
Charleston, WV 25301

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Division of Corrections and Rehabilitation. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.
9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.
10. **ALTERNATE MODEL OR BRAND:** Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.
12. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Division of Corrections and Rehabilitation, is strictly prohibited without prior Division of Corrections and Rehabilitation approval. Division of Corrections and Rehabilitation approval for such communication is implied for all agency delegated and exempt purchases.
13. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the Purchasing Division and must have paid the \$125 fee, if applicable.
14. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
15. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women- owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Division of Corrections and Rehabilitation with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior

to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

16. **WAIVER OF MINOR IRREGULARITIES:** The Division of Corrections and Rehabilitation reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.
17. **ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Division of Corrections and Rehabilitation staff immediately upon bid opening. The Division of Corrections and Rehabilitation will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Division of Corrections and Rehabilitation to print or electronically save documents provided that those documents are viewable by the Division of Corrections and Rehabilitation prior to obtaining the password or removing the access restriction.
18. **NON-RESPONSIBLE:** The Division of Corrections and Rehabilitation reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1- 5.3, when it is determined that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”
19. **ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”
20. **YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code § 5-22-1 et seq., and § 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Division of Corrections and Rehabilitation constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Division of Corrections and Rehabilitation will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

21. **WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Division of Corrections and Rehabilitation reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

22. **EMAIL NOTIFICATION OF AWARD:** The Division of Corrections and Rehabilitation will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Division of Corrections and Rehabilitation with a valid email address in the bid response. Bidders may also monitor wvOASIS website to determine when a contract has been awarded.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Division of Corrections and Rehabilitation, or designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
 - 2.1. **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2. **"Bid" or "Proposal"** means the vendors submitted response to this solicitation.
 - 2.3. **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
 - 2.4. **"Award Document"** means the document signed by the Division of Corrections and Rehabilitation, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
 - 2.5. **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Division of Corrections and Rehabilitation.
 - 2.6. **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.7. **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: **Initial Contract Term:** The Initial Contract Terms will be for a period of _____. The Initial Contract Terms becomes effective on the effective start date listed on the first page of this Contract and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Division of Corrections and Rehabilitation, and the Vendor, with approval of the Division of Corrections and Rehabilitation and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Division of Corrections and Rehabilitation thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to ___ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Division of Corrections and Rehabilitation, and Attorney General's office (Attorney General approval is as to form only)

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Division of Corrections and Rehabilitation, and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within 60 calendar days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

the contract will continue for _____ years;

the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Division of Corrections and Rehabilitation, and Attorney General's office (Attorney General approval is as to form only).

One Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: Contract Term specified in _____.

4. **AUTHORIZATION TO PROCEED:** Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Division of Corrections and Rehabilitation, and Attorney General's office.

Construction: This Contract is for construction activity more fully defined in the specifications.

6. **EMERGENCY PURCHASES:** The Division of Corrections and Rehabilitation may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an

unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Division of Corrections and Rehabilitation, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

7. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Division of Corrections and Rehabilitation by the Vendor as specified below.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Division of Corrections and Rehabilitation.

West Virginia Contractors License

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

8. **INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.

Automobile Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of:
_____ per occurrence.

Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

Pollution Insurance in an amount of: _____ per occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

- 9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.
- 10. VENUE:** All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.
- 11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:
- _____ for _____
- Liquidated Damages Contained in the Specifications.
- Liquidated Damages Are Not Included in this Contract.
- 12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.
- 13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price

adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. **PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.
15. **PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)
16. **TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
17. **ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.
18. **FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.
19. **CANCELLATION:** The Division of Corrections and Rehabilitation the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Division of Corrections and Rehabilitation may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.
20. **TIME:** Time is of the essence regarding all matters of time and performance in this Contract.
21. **APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. **COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. **ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
24. **MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Division of Corrections and Rehabilitation, and the Vendor, with approval of the Division of Corrections and Rehabilitation, and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Division of Corrections and Rehabilitation, and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.
25. **WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
26. **SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Division of Corrections and Rehabilitation such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
27. **ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Division of Corrections and Rehabilitation, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.
28. **WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

- 29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- 30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements.
- 31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Division of Corrections and Rehabilitation constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Division of Corrections and Rehabilitation will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

- 32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Division of Corrections and Rehabilitation to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. **ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the Division of Corrections and Rehabilitation tenders the initial payment to Vendor.
34. **VENDOR NON-CONFLICT:** Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

35. **VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. **INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers,

employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

- 37. NO DEBT CERTIFICATION:** In accordance with West Virginia Code § 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.
- 38. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.
- 39. REPORTS:** Vendor shall provide the Agency with the following reports identified by a checked box below:
- Such reports as the Agency may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.
- Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Division of Corrections and Rehabilitation.
- 40. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Division of Corrections and Rehabilitation Facilities based upon results addressed from a criminal background check.
- 41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not

produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. **INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.
43. **PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.
44. **REQUIREMENTS PER W. VA. CODE § 15A-3-14:** The commissioner, or division, shall not award a contract or renew a contract to any vendor or prospective vendor when the vendor or prospective vendor, or a related party to the vendor or prospective vendor, is a debtor and:

- a. The debt owed is an amount greater than \$1,000 in the aggregate; or
- b. The debtor is in employer default.

The division has the authority to run criminal background checks, financial background checks, a licensing check, and a credit check, and any vendor, or any and all principals in a company or corporation, must submit to said checks to be eligible to be awarded a contract for the division. The commissioner, or division, shall not award a contract to a vendor if any of the following are present:

- a. Conviction of an offense involving fraud or a felony offense in connection with obtaining or attempting to obtain a public contract or subcontract;
- b. Conviction of any federal or state antitrust statute relating to the submission of offers;
- c. Conviction of an offense involving embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property in connection with the performance of a contract;
- d. Conviction of a felony offense demonstrating a lack of business integrity or business honesty that affects the present responsibility of the vendor or subcontractor;
- e. Default on obligations owed to the state, including, but not limited to, obligations owed to the Workers' Compensation Fund, as defined in [§23-2C-1 et seq.](#) of this code, and obligations under the West Virginia Unemployment Compensation Act and West Virginia state tax and revenue laws. For purposes of this subsection, a vendor is in default when, after due notice, the vendor fails to submit a required payment, interest thereon, or penalty, and has not entered into a repayment agreement with the appropriate agency of the state or has entered into a repayment agreement but does not remain in compliance with its obligations under the repayment agreement. In the case of a vendor granted protection by order of a federal bankruptcy court or a vendor granted an exemption under any rule of the Bureau of Employment Programs or the Insurance Commission, the commissioner may award a contract: *Provided*, That in no event may the contract be awarded to any vendor who has not paid all current state obligations for at least the four most recent calendar quarters, excluding the current calendar quarter, or with respect to any vendor who is in default on a repayment agreement with an agency of the state;
- f. The vendor is not in good standing with a licensing board, in that the vendor is not licensed when licensure is required by the law of this state, or the vendor has been found to be in violation of an applicable licensing law after notice, opportunity to be heard, and other due process required by law;
- g. The vendor is an active and knowing participant in dividing or planning procurements to circumvent the \$25,000 threshold requiring a sealed bid or otherwise avoid the use of a sealed bid; or
- h. Violation of the terms of public contracts or subcontracts for:

- 1) Willful failure to substantially perform in accordance with the terms of one or more public contracts;
- 2) Performance in violation of standards established by law or generally accepted standards of the trade or profession amounting to intentionally deficient or grossly negligent performance on one or more public contracts;
- 3) Use of substandard materials on one or more public contracts or defects in construction in one or more public construction projects amounting to intentionally deficient or grossly negligent performance, even if discovery of the defect is subsequent to acceptance of a construction project and expiration of any warranty thereunder;
- 4) A repeated pattern or practice of failure to perform so serious and compelling as to justify disqualification; or
- 5) Any other cause of a serious and compelling nature amounting to knowing and willful misconduct of the vendor that demonstrates a wanton indifference to the interests of the public and that caused, or that had a substantial likelihood of causing, serious harm to the public.

Unless the context clearly requires a different meaning, for the purposes of this section, the term:

- a. “Debt” means any assessment, premium, penalty, fine, tax, or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, amounts owed to the Workers’ Compensation Fund as defined in [§23-2C-1](#) *et seq.* of this code, penalty, or other assessment or surcharge presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon;
- b. “Debtor” means any individual, corporation, partnership, association, limited liability company, or any other form of business association owing a debt to the state or any of its political subdivisions, and includes any person or entity that is in employer default;
- c. “Employer default” means having an outstanding balance or liability to the Old Fund or to the Uninsured Employers’ Fund or being in policy default, as defined in [§23-2C-2](#) of this code, failure to maintain mandatory workers’ compensation coverage, or failure to fully meet its obligations as a workers’ compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement;
- d. “Political subdivision” means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function and whose jurisdiction is coextensive with one or more counties or municipalities; and

- e. “Related party” means a party, whether an individual, corporation, partnership, association, limited liability company, or any other form of business association or other entity whatever, related to any vendor by blood, marriage, ownership, or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually, or by effect, receive or control a portion of the benefit, profit, or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

The prohibitions of subdivision (5), subsection (f) of this section do not apply where a vendor has contested any tax administered pursuant to chapter 11 of this code, amount owed to the Workers’ Compensation Fund as defined in [§23-2C-1](#) *et seq.* of this code, permit fee, or environmental fee or assessment and the matter has not become final, or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

The division may disqualify a vendor if award to the vendor would jeopardize the safe, secure, and orderly operations of the division.

All bids, contract proposals, or contracts with the state or any of its political subdivisions submitted or approved under the provisions of this code shall include an affidavit that the vendor, prospective vendor, or a related party to the vendor or prospective vendor is not in employer default and does not owe any debt in an amount in excess of \$1,000 or, if a debt is owed, that the provisions of subsection (h) of this section apply.

ADDITIONAL TERMS AND CONDITIONS (Construction Contracts Only)

- 1. CONTRACTOR'S LICENSE:** West Virginia Code § 30-42-2 requires that all persons desiring to perform contracting work in this state be licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Applications for a contractor's license may be made by contacting the West Virginia Contractor Licensing Board.

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a contract award document.

- 2. BONDS:** The following bonds must be submitted if the Contract exceeds \$25,000.00:
 - a. BID BOND:** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. **THE BID BOND MUST BE SUBMITTED WITH THE BID OR VENDOR'S BID WILL BE DISQUALIFIED.**
 - b. PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Division of Corrections and Rehabilitation prior to Contract award. (Attorney General requires use of the State approved bond forms found at: www.state.wv.us/admin/purchase/forms2.html)
 - c. LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Division of Corrections and Rehabilitation prior to Contract award. (Attorney General requires use of the State approved bond forms found at: www.state.wv.us/admin/purchase/forms2.html)
 - d. MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system if the work impacts an existing roof. The amount of the bond must be equal to the price associated with the percentage of the project impacting the roof. The maintenance bond must be issued and delivered to the Division of Corrections and Rehabilitation prior to Contract award. (Attorney General requires use of the State approved bond forms found at: www.state.wv.us/admin/purchase/forms2.html)

In lieu of the Bid Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of the bid bond must be of the same amount required of the Bid Bond and delivered with the bid.

- 3. DRUG-FREE WORKPLACE AFFIDAVIT:** W. Va. Code § 21-1D-5 provides that any solicitation for a public improvement contract requires each Vendor that submits a bid for the work to submit an affidavit that the Vendor has a written plan for a drug-free workplace policy. If the affidavit is not submitted with the bid submission, the Division of Corrections and Rehabilitation shall promptly request by telephone and electronic mail that the low bidder and

second low bidder provide the affidavit within one business day of the request. Failure to submit the affidavit within one business day of receiving the request shall result in disqualification of the bid. To comply with this law, Vendor should complete the enclosed drug-free workplace affidavit and submit the same with its bid. Failure to submit the signed and notarized drugfree workplace affidavit or a similar affidavit that fully complies with the requirements of the applicable code, within one business day of being requested to do so shall result in disqualification of Vendor's bid. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

3.1. DRUG-FREE WORKPLACE POLICY: Pursuant to W. Va. Code § 21-1D-4, Vendor and its subcontractors must implement and maintain a written drug-free workplace policy that complies with said article. The awarding public authority shall cancel this contract if: (1) Vendor fails to implement and maintain a written drug-free workplace policy described in the preceding paragraph, (2) Vendor fails to provide information regarding implementation of its drug-free workplace policy at the request of the public authority; or (3) Vendor provides to the public authority false information regarding the contractor's drug-free workplace policy.

Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

4. DRUG FREE WORKPLACE REPORT: Pursuant to W. Va. Code § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. For contracts over \$25,000, the public authority shall be the West Virginia Division of Corrections and Rehabilitation. For contracts of \$25,000 or less, the public authority shall be the agency issuing the contract. The report shall include:

- (1) Information to show that the education and training service to the requirements of West Virginia Code § 21-1D-5 was provided;
- (2) The name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- (3) The average number of employees in connection with the construction on the public improvement;
- (4) Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post- accident; and (D) Random.

Vendor should utilize the attached Certified Drug Free Workplace Report Coversheet when submitting the report required hereunder. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

5. AIA DOCUMENTS: All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the attached AIA documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein.

6. PROHIBITION AGAINST GENERAL CONDITIONS: Notwithstanding anything contained in the AIA Documents or the Supplementary Conditions, the State of West Virginia will not pay for general conditions, or winter conditions, or any other condition representing a delay in the contracts. The Vendor is expected to mitigate delay costs to the greatest extent possible and any costs associated with Delays must be specifically and concretely identified. The state will not consider an average daily rate multiplied by the number of days extended to be an acceptable charge.

7. GREEN BUILDINGS MINIMUM ENERGY STANDARDS: In accordance with § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

8. LOCAL LABOR MARKET HIRING REQUIREMENT: Pursuant to West Virginia Code §21-1C-1 et seq., Employers shall hire at least seventy-five percent of employees for public improvement construction projects from the local labor market, to be rounded off, with at least two employees from outside the local labor market permissible for each employer per project.

Any employer unable to employ the minimum number of employees from the local labor market shall inform the nearest office of Workforce West Virginia of the number of qualified employees needed and provide a job description of the positions to be filled.

If, within three business days following the placing of a job order, Workforce West Virginia is unable to refer any qualified job applicants to the employer or refers less qualified job applicants than the number requested, then Workforce West Virginia shall issue a waiver to the employer stating the unavailability of applicant and shall permit the employer to fill any positions covered by the waiver from outside the local labor market. The waiver shall be in writing and shall be issued within the prescribed three days. A waiver certificate shall be sent to both the employer for its permanent project records and to the public authority.

Any employer who violates this requirement is subject to a civil penalty of \$250 per each employee less than the required threshold of seventy-five percent per day of violation after receipt of a notice of violation.

Any employer that continues to violate any provision of this article more than fourteen calendar days after receipt of a notice of violation is subject to a civil penalty of \$500 per each employee less than the required threshold of seventy-five percent per day of violation.

The following terms used in this section have the meaning shown below.

- (1) The term “construction project” means any construction, reconstruction, improvement, enlargement, painting, decorating or repair of any public improvement let to contract in an amount equal to or greater than \$500,000. The term “construction project” does not include temporary or emergency repairs;
- (2) The term “employee” means any person hired or permitted to perform hourly work for wages by a person, firm, or corporation in the construction industry; The term “employee” does not include:(i) Bona fide employees of a public authority or individuals engaged in making temporary or emergency repairs;(ii) Bona fide independent contractors; or(iii) Salaried supervisory personnel necessary to assure efficient execution of the employee's work;
- (3) The term “employer” means any person, firm or corporation employing one or more employees on any public improvement and includes all contractors and subcontractors;
- (4) The term “local labor market” means every county in West Virginia and any county outside of West Virginia if any portion of that county is within fifty miles of the border of West Virginia;
- (5) The term “public improvement” includes the construction of all buildings, roads, highways, bridges, streets, alleys, sewers, ditches, sewage disposal plants, waterworks, airports and all other structures that may be let to contract by a public authority, excluding improvements funded, in whole or in part, by federal funds.

9. DAVIS-BACON AND RELATED ACT WAGE RATES:

The work performed under this contract is federally funded in whole, or in part. Pursuant to _____, Vendors are required to pay applicable Davis-Bacon wage rates.

The work performed under this contract is not subject to Davis-Bacon wage rates.

10. SUBCONTRACTOR LIST SUBMISSION: In accordance with W. Va. Code § 5-22-1, the apparent low bidder on a contract valued at more than \$250,000.00 for the construction, alteration, decoration, painting, or improvement of a new or existing building or structure shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. (This section does not apply to any other construction projects, such as highway, mine reclamation, water, or sewer projects.) The subcontractor list shall be provided to the Division of Corrections and Rehabilitation within one business day of the opening of bids for review. If the apparent low bidder fails to submit the subcontractor list, the Division of Corrections and Rehabilitation shall promptly request by telephone and electronic mail that the low bidder and second low bidder provide the subcontractor list within

one business day of the request. Failure to submit the subcontractor list within one business day of receiving the request shall result in disqualification of the bid.

If no subcontractors who will perform more than \$25,000.00 of work are to be used to complete the project, the apparent low bidder must make this clear on the subcontractor list, in the bid itself, or in response to the Division of Corrections and Rehabilitation's request for the subcontractor list.

- a. Required Information. The subcontractor list must contain the following information:
 - i. Bidder's name
 - ii. Name of each subcontractor performing more than \$25,000 of work on the project.
 - iii. The license number of each subcontractor, as required by W. Va. Code § 21-11- 1 et. seq.
 - iv. If applicable, a notation that no subcontractor will be used to perform more than \$25,000.00 of work. (This item iv. is not required if the vendor makes this clear in the bid itself or in documentation following the request for the subcontractor list.)
- b. Subcontractor List Submission Form: The subcontractor list may be submitted in any form, including the attached form, as long as the required information noted above is included. If any information is missing from the bidder's subcontractor list submission, it may be obtained from other documents such as bids, emails, letters, etc. that accompany the subcontractor list submission.
- c. Substitution of Subcontractor. Written approval must be obtained from the State Spending Unit before any subcontractor substitution is permitted. Substitutions are not permitted unless:
 - i. The subcontractor listed in the original bid has filed for bankruptcy;
 - ii. The subcontractor in the original bid has been debarred or suspended; or
 - iii. The contractor certifies in writing that the subcontractor listed in the original bid fails, is unable, or refuses to perform his subcontract.

ADDITIONAL TERMS AND CONDITIONS
(Architectural and Engineering Contracts Only)

- 1. PLAN AND DRAWING DISTRIBUTION:** All plans and drawings must be completed and available for distribution at least five business days prior to a scheduled pre-bid meeting for the construction or other work related to the plans and drawings.
- 2. PROJECT ADDENDA REQUIREMENTS:** The Architect/Engineer and/or Agency shall be required to abide by the following schedule in issuing construction project addenda. The Architect/Engineer shall prepare any addendum materials for which it is responsible, and a list of all vendors that have obtained drawings and specifications for the project. The Architect/Engineer shall then send a copy of the addendum materials and the list of vendors to the State Agency for which the contract is issued to allow the Agency to make any necessary modifications prior to sending the addendum to all interested vendors and, if necessary, extend the bid opening date. Any addendum should be received by the Division of Corrections and Rehabilitation at least fourteen (14) days prior to the bid opening date.
- 3. PRE-BID MEETING RESPONSIBILITIES:** The Architect/Engineer shall be available to attend any pre-bid meeting for the construction or other work resulting from the plans, drawings, or specifications prepared by the Architect/Engineer.
- 4. AIA DOCUMENTS:** All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the attached AIA documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein. The terms and conditions of this document shall prevail over anything contained in the AIA Documents or the Supplementary Conditions.
- 5. GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with West Virginia Code § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Justin Hayes

(Name, Title)

Justin Hayes, Project Manager

(Printed Name and Title)

70 Columbia Blvd, Clarksburg, WV 26301

(Address)

304-842-9050

(Phone Number) / (Fax Number)

jhayes@wolfesexcavating.com

(Email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration..

Wolfe's Excavating, LLC

(Company)

Justin Hayes Project Manager

(Authorized Signature) (Representative Name, Title)

Justin Hayes, Project Manager, 4/16/2024

(Printed Name and Title of Authorized Representative) (Date)

4/16/2024

(Date)

304-842-9050

(Phone Number) (Fax Number)

jhayes@wolfesexcavating.com

(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Wolfe's Excavating, LLC
Company

Justin Hayes
Authorized Signature

4/16/2024
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

STATE OF WEST VIRGINIA
PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §15A-3-14, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Wolfe's Excavating, LLC

Authorized Signature: *Justin Hayes* Date: 4/10/2024

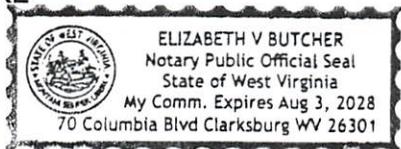
State of West Virginia

County of Harrison, to-wit:

Taken, subscribed, and sworn to before me this 10 day of April, 2024.

My Commission expires August 3, 2028, 20 .

AFFIX SEAL HERE



NOTARY PUBLIC

Elizabeth V Butcher

Purchasing Affidavit (Revised 03/09/2019)



**State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5**

STATE OF WEST VIRGINIA,

COUNTY OF Harrison, TO-WIT:

I, Justin Hayes, after being first duly sworn, depose and state as follows:

1. I am an employee of Wolfe's Excavating, LLC; and,
(Company Name)
2. I do hereby attest that Wolfe's Excavating, LLC
(Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code §21-1D**.

The above statements are sworn to under the penalty of perjury.

Printed Name: Justin Hayes

Signature: *Justin Hayes*

Title: Project Manager

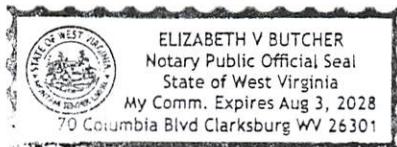
Company Name: Wolfe's Excavating, LLC

Date: 4/10/2024

Taken, subscribed and sworn to before me this 10 day of April, 2024.

By Commission expires August 3, 2028

(Seal)



Elizabeth V Butcher
(Notary Public)

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Wolfe's Excavating, LLC
_____ of Clarksburg, _____ WV, as Principal, and FCCI Insurance Company
_____ of Sarasota, _____ FL, a corporation organized and existing under the laws of the State of
_____ FL with its principal office in the City of Sarasota, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of Five Percent of Amount Bid (\$ 5%) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for
Sealing/Striping Parking Lot and Asphalt Paving Project, Davis, WV DCR24*106

NOW THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this
11th day of April, 2024.

Principal Corporate Seal

Wolfe's Excavating, LLC
(Name of Principal)

By [Signature]
(Must be President or Vice President)

Owner
(Title)

FCCI Insurance Company
(Name of Surety)

By: [Signature]
Pamela M. Anderson Attorney-in-Fact



IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals must be affixed, a power of attorney must be attached.

ACKNOWLEDGEMENTS

Acknowledgement by Principal if Individual or Partnership

- 1. STATE OF _____
- 2. County of _____ to-wit:
- 3. I, _____, a Notary Public in and for the
- 4. county and state aforesaid, do hereby certify that _____ whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
- 5. Given under my hand this _____ day of _____.
- 6. Notary Seal
- 7. _____ (Notary Public)
- 8. My commission expires on the _____ day of _____.

Acknowledgement by Principal if Corporation

- 9. STATE OF _____
- 10. County of _____ to-wit:
- 11. I, _____, a Notary Public in and for the
- 12. county and state aforesaid, do hereby certify that _____
- 13. who as, _____ signed the foregoing writing for
- 14. _____ a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
- 15. Given under my hand this _____ day of _____.
- 16. Notary Seal
- 17. _____ (Notary Public)
- 18. My commission expires on the _____ day of _____.

Acknowledgement by Surety

- 19. STATE OF Pennsylvania
- 20. County of Allegheny to-wit:
- 21. I, Barbara A. Leeper, a Notary Public in and for the
- 22. county and state aforesaid, do hereby certify that Pamela M. Anderson
- 23. who as, Attorney-in-Fact signed the foregoing writing for
- 24. FCCI Insurance Company a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
- 25. Given under my hand this 11th day of April, 2024.
- 26. Notary Seal Barbara A. Leeper, Notary Public
Allegheny County
My commission expires May 17, 2025
Commission number 1396859
- 27. Barbara A. Leeper (Notary Public)
- 28. My commission expires on the 17th day of April, 2025.
Member, Pennsylvania Association of Notaries

**Sufficiency in Form and Manner
Of Execution Approved**

Attorney General

This _____ day of _____

By _____
(Assistant Attorney General)



GENERAL POWER OF ATTORNEY

Know all men by these presents: That the FCCI Insurance Company, a Corporation organized and existing under the laws of the State of Florida (the "Corporation") does make, constitute and appoint:

Pamela M. Anderson

Each, its true and lawful Attorney-In-Fact, to make, execute, seal and deliver, for and on its behalf as surety, and as its act and deed in all bonds and undertakings provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the sum of (not to exceed \$20,000,000.00): \$20,000,000.00

Surety Bond No.: Bid Bond

Principal: Wolfe's Excavating, LLC

Obligee: State of West Virginia

This Power of Attorney is made and executed by authority of a Resolution adopted by the Board of Directors. That resolution also authorized any further action by the officers of the Company necessary to effect such transaction.

The signatures below and the seal of the Corporation may be affixed by facsimile, and any such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached.

In witness whereof, the FCCI Insurance Company has caused these presents to be signed by its duly authorized officers and its corporate Seal to be hereunto affixed, this 23rd day of July, 2020.

Attest: Christina D. Welch
Christina D. Welch, President
FCCI Insurance Company

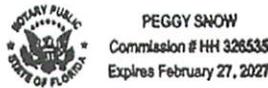


Christopher Shoucair
Christopher Shoucair,
EVP, CFO, Treasurer, Secretary
FCCI Insurance Company

State of Florida
County of Sarasota

Before me this day personally appeared Christina D. Welch, who is personally known to me and who executed the foregoing document for the purposes expressed therein.

My commission expires: 2/27/2027

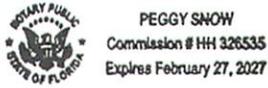


Peggy Snow
Notary Public

State of Florida
County of Sarasota

Before me this day personally appeared Christopher Shoucair, who is personally known to me and who executed the foregoing document for the purposes expressed therein.

My commission expires: 2/27/2027

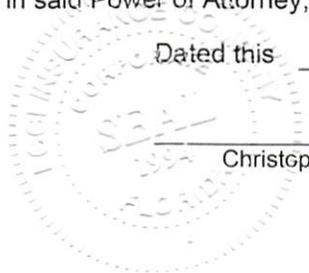


Peggy Snow
Notary Public

CERTIFICATE

I, the undersigned Secretary of FCCI Insurance Company, a Florida Corporation, DO HEREBY CERTIFY that the foregoing Power of Attorney remains in full force and has not been revoked; and furthermore that the February 27, 2020 Resolution of the Board of Directors, referenced in said Power of Attorney, is now in force.

Dated this 11th day of April, 2024



Christopher Shoucair
Christopher Shoucair, EVP, CFO, Treasurer, Secretary
FCCI Insurance Company

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH “HONEY” RUBENSTEIN JUVENILE CENTER

The West Virginia Department of Homeland Security, Division of Administrative Services (DAS) is soliciting bids on behalf of the West Virginia Division of Corrections and Rehabilitation (DCR) to establish a lump sum contract for sealing and striping the parking lot area and asphalt paving project at the Kenneth “Honey” Rubenstein Juvenile Center (KHRJC), located at 141 Forest Camp Road, Davis, WV 26260.

Contractors quoting this project **SHALL** comply with the below Specifications:

PART I: SUMMARY OF PROJECT, STANDARD SPECIFICATIONS, AND REQUIREMENTS

PART 1 GENERAL

1. DESCRIPTION:

Part No. 1:

Kenneth “Honey” Rubenstein Juvenile Center has a large parking lot area with existing asphalt paving. Contractor must seal and stripe the parking lot in this area. Work is to include, but is not limited to, prepping the area, sealing the parking lot, and striping the approved layout. Additional information on the project is listed in Section 1.1.

Part No. 2:

Kenneth “Honey” Rubenstein Juvenile Center has an existing asphalt paving area toward the back of the facility that needs to be resurfaced. Work is to include, but is not limited to, cleaning and removing all loose debris, and/or vegetation from edges, cracks, and potholes; milling and disposing of one and half (1.5”) inches of existing surface at all building openings, walks, and manhole/curb keys to provide full depth tie-in, as well as, smoothing transitions; grading and preparing an added area of approximately 567 sq. ft.; applying tack coat to all surfaces to be paved; applying wearing course; and cleaning up any construction waste from the site. Additional information on the project is listed in Section 1.2

1.1 Parking Lot Sealing and Painting - Requirements for the project are listed below:

1.1.1 Prepping the Parking Lot

1.1.1.1 Parking lot surface must be cleaned immediately prior to applying the primer coat or seal coat so it is free of dust, dirt, grease, vegetation, oil, or any objectionable surface film.

1.1.1.2 Vegetation in cracks must be removed to a minimum depth of half an inch (.5”).

1.1.1.3 If extensive vegetation exists, the area will be treated with a concentrated solution of a water-based herbicide.

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

- 1.1.1.4 Cracks that are a minimum of half an inch (.5") must be filled with crack filler.
- 1.1.1.5 The pavement surface must be swept.
- 1.1.1.6 The pavement surface must be flushed with water with no water being left standing.
- 1.1.1.7 Oil or grease spots that have penetrated asphalt pavement must be removed with detergent and water, then treated with an oil spot primer.

1.1.2 Sealing the Parking Lot

- 1.1.2.1 Sealer must not be applied if the ambient air or base surface temperature is less than forty (40) degrees.
- 1.1.2.2 Sealer must not be applied if surface is wet or frozen.
- 1.1.2.3 All materials used must be in accordance with the West Virginia Department of Highways (WVDOH) standards.
- 1.1.2.4 Sealer must be applied with equipment able to apply the required coating rates evenly over the area to provide a uniformly coated surface.
- 1.1.2.5 Spray units must use positive displacement pumps on the pumping distribution system.
- 1.1.2.6 Squeegee or brush application must be restricted to places not accessible to the mechanized equipment or to accommodate neat trim work.
- 1.1.2.7 Squeegees or brushes must be properly adjusted so the application of seal coat is without streaks.
- 1.1.2.8 Sealer must be asphalt emulsion.
- 1.1.2.9 Two coats of sealer shall be applied.
- 1.1.2.10 A required dry time of at least twenty-four (24) to forty-eight (48) hours is necessary before sealed asphalt may be driven on.

1.1.3 Striping the Parking Lot

- 1.1.3.1 Must use a chlorinated-rubber base parking lot marking paint.

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

- 1.1.3.1.1 Paint must be Alkyd-resin type, ready-mixed, and comply with AASHTO M 248, Type I in color white and blue for handicapped parking symbols.
 - 1.1.3.1.2 Paint must be factory-mixed, quick-drying, and non-bleeding.
 - 1.1.3.2 The layout, colors, and placement must be approved by Agency before applying pavement marking paint.
 - 1.1.3.3 Paint must be applied with mechanical equipment that will produce a uniform straight edge.
 - 1.1.3.4 Paint must be applied per the manufacturer's recommendations to provide a minimum of twelve (12) to fifteen (15) milliliters dry thickness.
 - 1.1.3.5 Contractor must field-verify all dimensions and field conditions before the start of work and any discrepancies must be brought to the attention of Agency.
 - 1.1.3.6 Painting must not be performed when the weather is excessively windy, dusty, or foggy.
 - 1.1.3.7 Any spillage or soiling must be cleaned.
 - 1.1.3.8 Contractor must keep the area clean and free of debris while work is being performed and take precautions to protect the condition of all existing elements that are not part of the scope of work from damages.
- 1.2 Partial Asphalt Paving Project - Requirements for the project are listed below:
- 1.2.1 Environmental Requirements:
 - 1.2.1.1 Asphalt must not be placed if ambient air temperature is less than 40 degrees Fahrenheit
 - 1.2.1.2 Asphalt must not be placed if the surface is wet or frozen.
 - 1.2.2 Materials:
 - 1.2.2.1 General: Use locally available materials and gradations that exhibit a satisfactory record of previous installations. The materials shall conform to the requirements of the indicated subsections of Division 700 of the WV Division of Highways (WVDOH) Standard Specifications for Roads and Bridges, current edition.

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

- 1.2.2.2 Coarse Aggregate: Subsection 703.1-3.
- 1.2.2.3 Fine Aggregate: Subsection 702.3.
- 1.2.2.4 Mineral Filler: Subsection 702.4.
- 1.2.2.5 Asphalt Cement: Subsection 705.5.
- 1.2.2.6 Prime Coat: Cut-back asphalt type ASTM D 2027; MC-30, MC-70, or MC-250.
- 1.2.2.7 Tack Coat; Emulsified asphalt; ASTM D 977.
- 1.2.3 Asphalt-aggregate mixture:
 - 1.2.3.1 Provide plant-mixed, hot-laid, asphalt-aggregate mixture complying with ASTM D 3515 and conforming to the requirements of the West Virginia Department of Highways, Standard Specifications for Roads and Bridges, latest edition.
- 1.2.4 Execution:
 - 1.2.4.1 Surface Preparation:
 - 1.2.4.1.1 General: Remove loose material from compacted sub-base surface immediately before applying herbicide treatment or prime coat.
 - 1.2.4.1.2 Existing surface must have 1.5 inches milled and disposed of at all building openings, walks, and manhole/curb keys to provide full depth tie-in as well as smooth transitions.
 - 1.2.4.1.3 Proof-roll prepared subbase surface to check for unstable areas and areas requiring additional compaction.
 - 1.2.4.1.4 Notify Owner of unsatisfactory conditions. Do not begin paving work until deficient subbase areas have been corrected and are ready to receive paving.
 - 1.2.4.1.5 Herbicide Treatment: Apply chemical weed control agent in strict compliance with manufacturer's recommended dosages and application instructions. Apply to compacted, dry sub-base prior to application of prime coat.
 - 1.2.4.1.6 Prime Coat: Apply at a rate of 0.20 to 0.50 gal. per sq. yd., over compacted subgrade. Apply material to penetrate and seal, but not flood,

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

the surface. Cure and dry as long as necessary to attain penetration and evaporation of volatile.

1.2.4.1.7 Tack Coat: Apply to contact surfaces of previously constructed asphalt or Portland cement concrete and surfaces abutting or projecting into hot-mixed asphalt pavement. Distribute at a rate of 0.05 to 0.15 gal. per sq. yd. of surface.

1.2.4.1.7.1 Surfaces of manholes, catch basins, and other utility structure frames with oil to prevent bond with asphalt pavement, must get tack coat.

1.2.4.1.8 Allow tack coat to dry until it is in proper condition to receive paving.

1.2.4.1.9 Exercise care in applying bituminous materials to avoid smearing of adjoining concrete surfaces. Remove and clean damaged surfaces.

1.2.4.2 Additional area:

1.2.4.2.1 An area of approximately 567 square feet (sq. ft.) is being added to the parking lot (See Exhibit B).

1.2.4.2.2 The additional area must be graded and prepped before asphalt is placed.

1.2.4.3 Placing mix:

1.2.4.3.1 General: Place hot-mixed asphalt mixture on prepared surface, spread, and strike off. Spread mixture at minimum temperature of 225 degrees F (107 degrees C). Areas inaccessible to equipment must be placed by hand. Place each course to required grade, cross-section, and compacted thickness. The approximate area of asphalt overlay is approximately 9,800 sq. ft.

1.2.4.3.2 Paver Placing: Place in strips not less than ten (10) feet wide, unless otherwise acceptable to Owner. After the first strip has been placed and rolled, place succeeding strips and extend rolling to overlap previous strips. Complete base course for a section before placing surface course.

1.2.4.3.3 Immediately correct surface irregularities in the finish course behind paver. Remove excess material forming high spots with shovel or lute.

1.2.4.3.4 Joints: Make joints between old and new pavements, or between successive days' work, to ensure continuous bond between adjoining

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

work. Construct joints to have the same texture, density, and smoothness as other sections of hot-mixed asphalt course. Clean contact surfaces and apply a tack coat.

1.2.4.4 Rolling:

- 1.2.4.4.1 General: Begin rolling when mixture will bear roller weight without excessive displacement.
- 1.2.4.4.2 Compact mixture with hot hand tampers or vibrating plate compactors in areas inaccessible to rollers.
- 1.2.4.4.3 Breakdown Rolling: Accomplish breakdown or initial rolling immediately following rolling of joints and outside edge. Check surface after breakdown rolling and repair displaced areas by loosening and filling, if required, with hot material.
- 1.2.4.4.4 Second Rolling: Follow breakdown rolling as soon as possible, while mixture is hot. Continue second rolling until mixture has been evenly compacted.
- 1.2.4.4.5 Finish Rolling: Perform finish rolling while mixture is still warm enough for removal of roller marks. Continue rolling until roller marks are eliminated and the course has attained 95 percent laboratory density.
- 1.2.4.4.6 Patching: Remove and replace paving areas mixed with foreign materials and defective areas. Cut out such areas and fill with fresh, hot hot-mixed asphalt. Compact by rolling to specified surface density and smoothness.
- 1.2.4.4.7 Protection: After final rolling, do not permit vehicular traffic on pavement until it has cooled and hardened.
- 1.2.4.4.8 Erect barricades to protect paving from traffic until the mixture has cooled enough not to become marked.

1.2.4.5 Field Quality Control:

- 1.2.4.5.1 General: Testing in-place hot-mixed asphalt courses for compliance with requirements for thickness and surface smoothness will be done by an independent testing laboratory hired by Contractor. Repair or remove and replace unacceptable paving as directed by Agency.

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

1.2.4.5.2 Thickness: In-place compacted thickness tested in accordance with ASTM D 3549 will not be acceptable if exceeding following allowable variations:

1.2.4.5.2.1 Base Course: Plus or minus ½ inch.

1.2.4.5.2.2 Surface Course: Plus or minus ¼ inch.

1.2.4.5.2.3 Surface Smoothness: Test finish surface of each hot-mixed asphalt course for smoothness, using 10-foot straightedge applied parallel with and at right angles to centerline of paved area.

1.2.4.5.2.4 Surfaces will not be acceptable if exceeding the tolerances for smoothness.

1.3 Please see the following attachments for pictures in Exhibit A:

1.3.1 Attachment #1: Pictures of the existing asphalt parking lot sealing and striping.

1.3.2 Attachment #2: Pictures of the existing asphalt paving area.

1.4 Contract drawings for reference, Exhibit B:

1.4.1 The drawing was designed as 42" x 30", size architectural E1 drawings. If this plot size does not match the designed size, the designated scale cannot be used. If the previously stated paper size is not used, it will be Contractor's responsibility to adjust the scale for measurement calculations.

1.4.2 Depiction of existing conditions are based on original drawings dated January 23, 2008. Contractor to field verify existing conditions during and after demolition and notify the Director of Engineering, Construction, and Maintenance of any discrepancies or conditions which may affect new construction prior to performing any new work.

1.4.3 Dimensions shown related to existing conditions are approximate. Contractor must verify all dimensions and get accurate measurements at the pre-construction meeting.

1.4.4 Contract sketches and contract drawings for reference:

1.4.4.1 Contract sketches for reference:

1.4.4.1.1 Attachment no. 3: Parking lot sealer and painting sketches

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

1.4.4.1.2 Attachment no. 4: Parking lot asphalt paving sketch

1.4.4.2 Contract drawings for reference:

1.4.4.2.1 Attachment no. 5: Contract drawings for reference:

1.4.4.2.1.1 C2.1

1.4.4.2.1.2 C5.1

1.4.4.2.1.3 Please note that the contract drawings for reference will be in the ARFQ and will also be listed as separate file for convenience in Oasis.

1.5 Contractor shall furnish all materials, labor, and equipment necessary to complete all Construction Services. Contractor shall furnish any incidental work, materials, labor, and equipment that are necessary to complete the Construction Services, even if such incidental work is not explicitly included in the Project Plans Manual and Contract Drawings.

2. EXTENT OF WORK:

2.1 Provide all labor, materials, supplies, tools, and equipment, to complete the sealing and striping for the parking lot project as specified in Specifications Section 1.

3. DEFINITIONS:

3.1 Definitions can be found in Section 2 of the General Terms and Conditions. The terms listed below shall have the meanings assigned to them as follows:

3.1.1 "Construction Services" means the sealing and striping of the parking lot and the removal of old pavement and the replacement of new.

3.1.2 "Pricing Page" means the page contained in wvOASIS, attached hereto as Exhibit E upon which Contractor must list its proposed price for the Construction Services.

3.1.3 "Solicitation" means the official notice of an opportunity to supply the State with Construction Services that is published by the West Virginia Division of Corrections and Rehabilitation (DCR), and/or the West Virginia Division of Administrative Services (DAS).

3.1.4 "Agency" means Division of Administrative Services and Division of Corrections and Rehabilitation.

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH “HONEY” RUBENSTEIN JUVENILE CENTER

3.1.5 “Facility” means “KHRJC” or Kenneth “Honey” Rubenstein Juvenile Center.

3.1.6 “Contractor” means any entity submitting a bid in response to the Solicitation.

3.1.7 “Project Plans” means documents developed by an architect, an engineer, Agency, or another design professional, which are attached hereto, that provide detailed instructions on how the Construction Services are to be performed.

4. QUALIFICATIONS:

4.1 Contractor, or Contractor’s staff, if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

4.1.1 Contractor’s installer technicians must be factory trained, authorized to sell, and install what is being bid, and have three (3) years of experience.

4.1.2 Contractor shall ensure appropriately trained and qualified technicians do the installation at all times.

4.1.3 Experience:

4.1.3.1 Contractor, or Contractor’s supervisory staff assigned to this project, must have successfully completed at least three (3) projects that involved work similar to that described in these specifications or the Project Plans Manual. Compliance with this experience requirement will be determined prior to contract award by the State through references provided by Contractor upon request, through knowledge or documentation of Contractor’s past projects, through confirmation of experience requirements from the architect assisting the State in this project, or some other method that the State determines to be acceptable. Contractor must provide any documentation requested by the State to assist in confirmation of compliance with this provision. References, documentation, or other information to confirm compliance with this experience requirement may be requested after bid opening and prior to contract award.

4.1.4 Certifications:

4.1.4.1 Contractor shall ensure all work performed under this Contract is performed by an appropriately licensed individual. Required licenses may include, but are not limited to, the following:

4.1.4.1.1 Electricians – West Virginia Electrician’s License

4.1.4.1.2 Mechanical Contractor License

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

4.1.4.1.3 Plumbing Contractor License

4.1.4.1.4 West Virginia Contractor's License

4.1.5 Building Codes:

4.1.5.1 At a minimum, the project shall comply with the current editions of building standards and codes in effect at the time of performance. This includes but is not limited to the International Building Codes (IBC).

5. BIDDING AND CONTRACT AWARD:

- 5.1 There is a bid form at the end of the specifications containing the proper way to bid on this project. Contractor must use the bid form. Any product or service not on Agency provided Pricing Page will not be allowable. The State cannot accept an alternate Pricing Page. Failure to use Exhibit E - Pricing Page will lead to disqualification of Contractor's bid.
- 5.2 Contractor should complete the Pricing Page by entering a lump sum cost for the contract or project. Contractor shall include the cost of standard order delivery charges in its bid pricing and is not permitted to charge Agency separately for such delivery. Contractor should complete the Pricing Page in its entirety as failure to do so will result in Contractor's bids being disqualified. A no bid will result in Contractor's bid being disqualified.
- 5.3 All bid pricing must be written in "WORDS AND NUMBERS." The basis of award will be issued to the lowest bidder on the "TOTAL BID AMOUNT" meeting specifications.
- 5.4 The Contract is intended to provide Agency with a purchase price for the Construction Services. The Contract will be awarded to the lowest qualified responsible bidder meeting the required specifications. If the Pricing Page contains alternates/add-ons, the Contract will be awarded based on the grand total of the base bid and any alternates/add-ons selected.

6. PERFORMANCE:

- 6.1 Contractor shall perform the Construction Services in accordance with this document and the Project Plans.

7. SUBSTITUTIONS:

- 7.1 Any substitution requests, Contractor must provide any substitute brand information and documentation with their bid response, i.e., brochures, pamphlets, product specs, MSDS sheets, etc. Failure to submit substitute brand information and documentation will result in bid being disqualified.

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

8. CONDITIONS OF WORK:

8.1 Permits:

8.1.1 Contractor shall secure and pay for any required permits and for all other permits, governmental fees, and license, which are necessary for the proper execution and completion of the work as specified.

8.2 Terms of Work:

8.2.1 All work shall be completed within sixty (60) calendar days upon receipt of Notice to Proceed. The Notice to Proceed will be issued after the contract has been approved and encumbered.

8.3 Security:

8.3.1 Contractor must comply with all Division of Corrections and Rehabilitation Facility security requirements. This includes, but is not limited to, security background checks of any employee of Contractor that will be working on-site.

8.3.2 Contractors must submit for each individual that will be working on the jobsite the following information: Full name, date of birth, and social security number. This will not be required for someone delivering items to the jobsite and then immediately leaving. Delivery drivers must stay with their vehicles.

8.3.3 Contractors and subcontractors working on-site must fill out the security documents and submit them to the Director of Engineering, Construction, and Maintenance via fax, 304-957-7622. (See Exhibit C) Contractor must not fill out any security documents and submit with their bid documents.

8.4 Tools:

8.4.1 Contractor must comply with all Division of Corrections and Rehabilitation Facility tool security requirements. This includes but is not limited to checking all tools brought into the Facility at the beginning of the workday, checking all tools being removed from the Facility at the end of the workday, keeping all tools locked up while not in use, and reporting any missing tools.

8.5 Code Requirements:

8.5.1 All work must comply with all federal, state, county, and city code requirements.

8.6 Submittals:

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

8.6.1 Product Data:

8.6.1.1 Submit submittals on all new items that will be installed on this project.

8.6.2 Field Test Reports:

8.6.2.1 Provide complete equipment testing, start-up and system commissioning reports.

8.6.2.2 Test reports must comply with all federal, state, and local testing and code requirements.

8.6.3 Shop Drawings:

8.6.3.1 Submit submittals on all required shop drawings.

8.7 Product Delivery, Storage, and Handling:

8.7.1 Material can be shipped directly to the DCR facility if it does not require to be unloaded by the Facility.

8.7.2 The DCR facility will not be held accountable for any material orders shipped directly to the facility. Contractor must be present at the facility to receive the order.

8.7.3 The DCR facility will not be liable for any short-shipped items.

8.7.4 The DCR facility will not be responsible for any items that are missing or have been stolen. It is Contractor's responsibility to secure all their tools and materials.

8.7.5 If Contractor stores the material at a location other than at this facility, additional insurance is required to receive payment on stored materials.

8.7.6 Any materials which are found to be damaged shall be removed and replaced at Contractor's expense.

8.8 Work Times:

8.8.1 The standard hours for this contract are listed below, excluding holidays recognized by the State of West Virginia. Any work outside of the standard hours of work must be approved in advance at Agency's sole discretion. Authorization of work outside of the standard hours of work will not entitle Contractor to additional compensation.

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

8.8.1.1 On-Site Work Hours: Limit work in the existing buildings to normal business working hours specified below:

8.8.1.1.1 The standard hours of work for this Contract will be Monday thru Friday 8:00 am until 4:00 pm.

8.8.1.1.2 If Contractor wishes to work a different schedule other than what was previously stated, the DCR facility will work with Contractor. For example, Contractor works for four (4) days a week for a ten (10) hour shift each day.

8.8.1.1.3 Contractor should not plan on working at the DCR facility on holidays recognized by the State of West Virginia due to the reduced amount of DCR facility staff available to escort Contractor staff. Below is a list of state holidays, but it not limited to added state holidays, that are recognized by the State:

- New Year's Day (January 1)
- Martin Luther King Day (Third Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth Day (June 19)
- West Virginia Day (June 20)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving (Fourth Thursday in November)
- Day after Thanksgiving (Fourth Friday in November)
- Christmas Day (December 25)

8.8.1.2 Work done within the secure area, work times, and coordinated areas, will be at the discretion of the DCR facility administration.

8.8.1.3 If Contractor wishes to work other than the previously stated days and hours, the request must be turned into the Facility at least forty-eight (48) hours in advance for approval. The request must be submitted to the Associate Warden of Operations or designee.

8.9 Work Sequence:

8.9.1 Schedule and execute work to coordinate with the facilities schedule.

8.10 Use of the Premises:

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

8.10.1 Before beginning work, Contractor must secure approval from the building owner's representative for the following:

8.10.1.1 Areas permitted for personnel parking.

8.10.1.2 Access to the site.

8.10.1.3 Areas permitted for storage of materials and debris.

8.10.1.4 Areas permitted for the location of equipment and any other items needed to do the project.

8.11 Existing Conditions:

8.11.1 If discrepancies are discovered between the existing conditions and those noted in the specifications, immediately notify the owner's representative by phone, and solicit the manufacturer's approval prior to commencing with the work.

8.12 Temporary Facilities and Controls:

8.12.1 Temporary Utilities:

8.12.1.1 In certain areas of the facility, water, power, and lighting, for construction purposes, are available at the site and will be made available to Contractor if requested.

8.12.1.2 Provide all hoses, valves, and connections for water from sources designated by the owner when made available.

8.12.1.3 When available, electrical power should be extended as required from the source. Provide all trailers, connections and fused disconnects.

8.12.2 Temporary Sanitary Facilities:

8.12.2.2 If the sanitary facilities are not available, Contractor shall be responsible for the provision and maintenance of portable toilets or their equal.

8.12.3 Building Site:

8.12.3.1 Contractor shall use reasonable care and responsibility to protect the building and site against damages. Contractor shall be responsible for the correction of any damage incurred because of the performance of the contract.

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

8.12.3.2 Contractor shall remove all debris from the job site in a timely and legally acceptable manner to not detract from the aesthetics or the functions of the building.

8.12.4 Security:

8.12.4.1 Obey the owner's requirements for personnel identification, inspection, and other security measures.

8.13 Job Site Protection:

8.13.1 Contractor shall adequately protect the building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. Contractor shall repair or be responsible for costs to repair all property damaged during the project.

8.13.2 During Contractor's performance of the work, the facility owner will continue to occupy the existing building and daily operations. Contractor shall take precautions to prevent the spread of dust and debris, particularly where such material may shift into the building. Contractor shall provide labor and materials to construct, maintain and remove necessary temporary enclosures to prevent dust or debris in the construction area(s) from entering the remainder of the building.

8.13.3 Remove all traces of piled bulk materials and return the job site to its original condition upon completion of the work.

8.14 Damages:

8.14.1 Any damages occurring to the building or property resulting from Contractor's performance of this work shall be the responsibility of Contractor to repair at Contractor's expense; either by using his/her own forces or that of an approved sub-Contractor. The repair method and finished product will be subject to the approval of the owner.

8.15 Cleanup:

8.15.1 Contractor shall keep the work area as clean as possible during the entire progress of work, and shall be responsible to remove from the site, the packaging materials from the products and other debris as it accumulates. All items that are removed to allow the installation of the new items will become the property of Contractor to dispose of unless otherwise noted.

8.16 Safety:

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

- 8.16.1 Contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state, and federal requirements that are safety related. Safety shall be the responsibility of Contractor. All related personnel shall be instructed daily to be mindful of the full-time requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers, and the occurrence of the general public on or near the site.
- 8.16.2 Contractor shall provide safety barriers around work areas where heavy equipment may be in operation or as required by OSHA.
- 8.17 Workmanship:
- 8.17.1 All work shall be of highest quality and in strict accordance with the manufacturer's published specifications and to the building owner's satisfaction.
- 8.18 Quality Assurance:
- 8.18.1 Unless otherwise noted in this specification, Contractor must strictly comply with the manufacturer's current specifications and details.
- 8.19 Job Conditions, Cautions, and Warnings:
- 8.19.1 Proceed with the installation of the project work only when weather conditions are appropriate.
- 8.20 Warranty:
- 8.20.1 Provide a one (1) year warranty on the complete project including parts and labor from the date of substantial completion.
- 8.20.2 Minimum requirements of the manufacturer's warranty on equipment and material.
- 8.21 Pay Applications:
- 8.21.1 Ten (10%) percent retainage must be held back on each pay application until the project has been completed. Contractor can bill for fifty (50%) percent of the retainage that has been held back at substantial completion. Contractor can bill for the remainder of the retainage at final completion. This does not apply if the project is completed and there is only one pay application submitted.
- 8.21.2 Pay applications will be required to be submitted once a month. Contractor must submit one copy via email. The pay application must be signed with a signature in blue ink and must be notarized.

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

8.22 Pre-Construction Meeting:

8.22.1 After the contract has been encumbered, there must be a pre-construction meeting at the facility prior to any on-site work starting.

8.22.2 Please see Exhibit D for a typical pre-construction meeting agenda.

8.22.3 Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, the Director of Engineering, Construction, and Maintenance and their consultants; Contractor and its superintendent; subcontractors; suppliers; and other concerned parties must attend the conference.

8.22.4 Participants at the conference shall be familiar with the project and authorized to conclude matters relating to the work.

8.22.5 Information Contractor must bring to the pre-construction meeting:

8.22.5.1 CPM or project schedule.

8.22.5.2 Submittal log:

8.22.5.2.1 If prepared, submit submittals.

8.22.5.3 Submit completed security documents.

8.22.5.4 Pay application:

8.22.5.4.1 Submit sample pay application with project schedule of values.

8.23 Facilities Access:

8.23.1 Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. If access cards and/or keys are required:

8.23.1.1 Please note that Contractor will not be issued access cards and/or keys on this project.

8.23.1.2 Contractor must identify principal service personnel which will be issued access cards and/or keys to perform service.

8.23.1.3 Contractor will be responsible for monitoring cards and keys and will pay a replacement fee if the cards or keys become lost or stolen.

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

- 8.23.1.4 Contractor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 8.23.1.5 Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 8.23.1.6 Contractor shall inform all staff of Agency's security protocol and procedures.

8.24 Progress Meetings:

- 8.24.1 Conduct progress meetings at weekly intervals, bi-weekly intervals, or as requested by the Director of Construction, Maintenance, and Engineering section.
- 8.24.2 Attendees: In addition to representatives of Owner and the Director of Engineering, Construction, and Maintenance, each Contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with the project and authorized to conclude matters relating to the work.
- 8.24.3 Agenda: Review and correct or approve minutes of previous progress meetings. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of the Project.
- 8.24.4 Minutes: Contractor will be responsible for conducting the meeting, recording, and distributing the meeting minutes to each party present and to parties requiring information.

8.25 Project Closeout:

8.25.1 Conference:

- 8.25.1.1 Schedule and conduct a project closeout conference, at a time convenient to the Owner and the Director of Engineering, Construction, and Maintenance, but no later than thirty (30) days prior to the scheduled date of Substantial Completion if applicable to the project timeframe.
- 8.25.1.1 Conduct the conference to review requirements and responsibilities related to the Project closeout.

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

8.25.1.3 Attendees: Authorized representatives of Owner, the Director of Engineering, Construction, and Maintenance, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the work.

7.24.1 List of Incomplete Items (Punch List):

7.24.1.2 Organization of List:

7.24.1.2.1 Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

7.24.2 Submittal of Project Warranties:

7.24.2.1 Submit written warranties to the Director of Engineering, Construction, and Maintenance prior to the date certified for Substantial Completion. If the Director of Engineering, Construction, and Maintenance Certificate of Substantial Completion designates a commencement date for warranties other than the date of Substantial Completion for the Work, or a designated portion of the Work, submit written warranties upon request of the Director of Engineering, Construction, and Maintenance.

7.24.2.2 When the Contract Documents require Contractor, or Contractor and a subcontractor, supplier, or manufacturer to execute a special warranty, prepare a written document that contains appropriate terms and identification, ready for execution by the required parties. Submit a draft to the Owner, through the Director of Engineering, Construction, and Maintenance, for approval prior to final execution.

7.24.2.3 Form of Submittal:

7.24.2.2.1 At Final Completion, compile three (3) copies of each required warranty properly executed by Contractor, or by Contractor, subcontractor, supplier, or manufacturer. Organize the warranty documents into an orderly sequence based on the table of contents of the Project Manual.

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

7.24.2.2.2 Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide a bookmarked table of contents at the beginning of the document.

7.24.3 Final Cleanup:

7.24.3.1 Contractor shall perform the final cleanup activities, along with any other final cleanup activities normally associated with the work performed under this Contract, prior to final inspection.

7.24.3.2 Return the job site to its original condition upon completion of the work.

7.24.4 Final Inspection:

7.24.4.1 Contractor shall participate in a final inspection with the Director of Engineering, Construction, and Maintenance. The purpose of the final inspection will be to identify deficiencies that need to be remedied prior to Owner's final acceptance of the work. Contractor shall always be obligated to perform in accordance with the Contract and must take all actions necessary to ensure that work complies with requirements of Contract prior to final acceptance. Final acceptance does not waive or release Contractor from its obligation to ensure that work complies with the Contract requirements. Contractor shall submit any warranty documents to Agency's project manager at final inspection.

7.24.5 Project Closeout Documents:

7.24.5.2 Operations and Maintenance Manual (O & M):

7.24.5.2.1 Contractor must submit three (3) hard copies.

7.24.5.2.2 Contractor must submit three (3) electronic formats in PDF format on USB drives.

7.24.5.3 As-Built Drawings:

7.24.5.3.1 Contractor must submit two (2) full-size hard copies.

7.24.5.3.1 Contractor must submit three (3) electronic formats in PDF format on USB drives.

9. MISCELLANEOUS:

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

9.1 Contract Manager:

9.1.1 During its performance of this Contract, Contractor must designate and maintain a primary contract manager responsible for overseeing Contractor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Contractor should list its Contract manager and his or her contact information below.

Contract Manager: Justin Hayes

Telephone Number: 304-842-9050

Fax Number: _____

Email Address: jhayes@wolfesexcavating.com

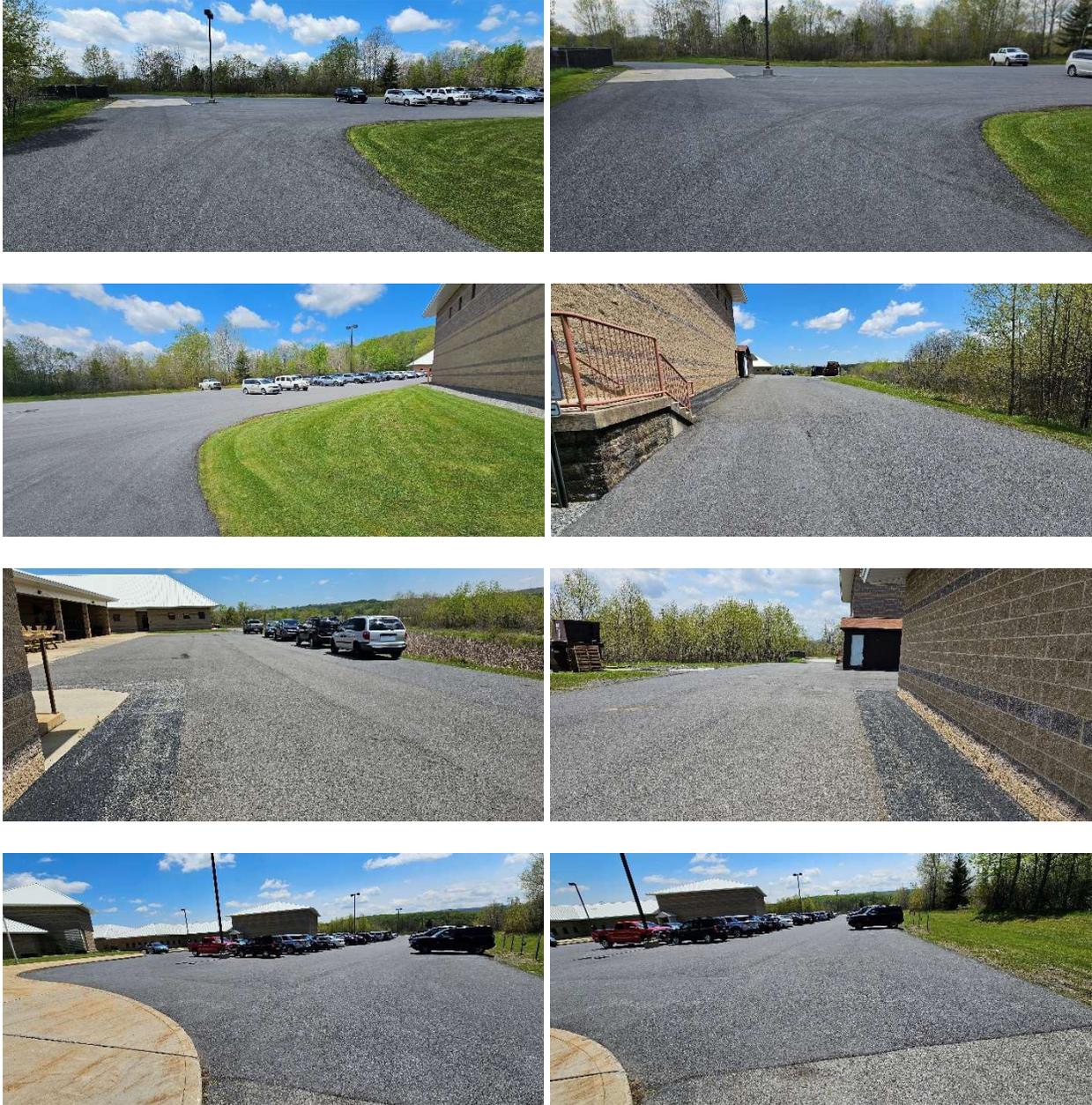
END OF SPECIFICATIONS

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

EXHIBIT A – ATTACHMENTS

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

ATTACHMENT NO. 1: PICTURES OF THE EXISTING ASPHALT PARKING LOT
SEALING AND STRIPING:



ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER



END OF ATTACHMENT
NO. 1

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

ATTACHMENT NO.2: PICTURES OF THE EXISTING ASPHALT PAVING AREA.



END OF ATTACHMENT
NO. 2

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

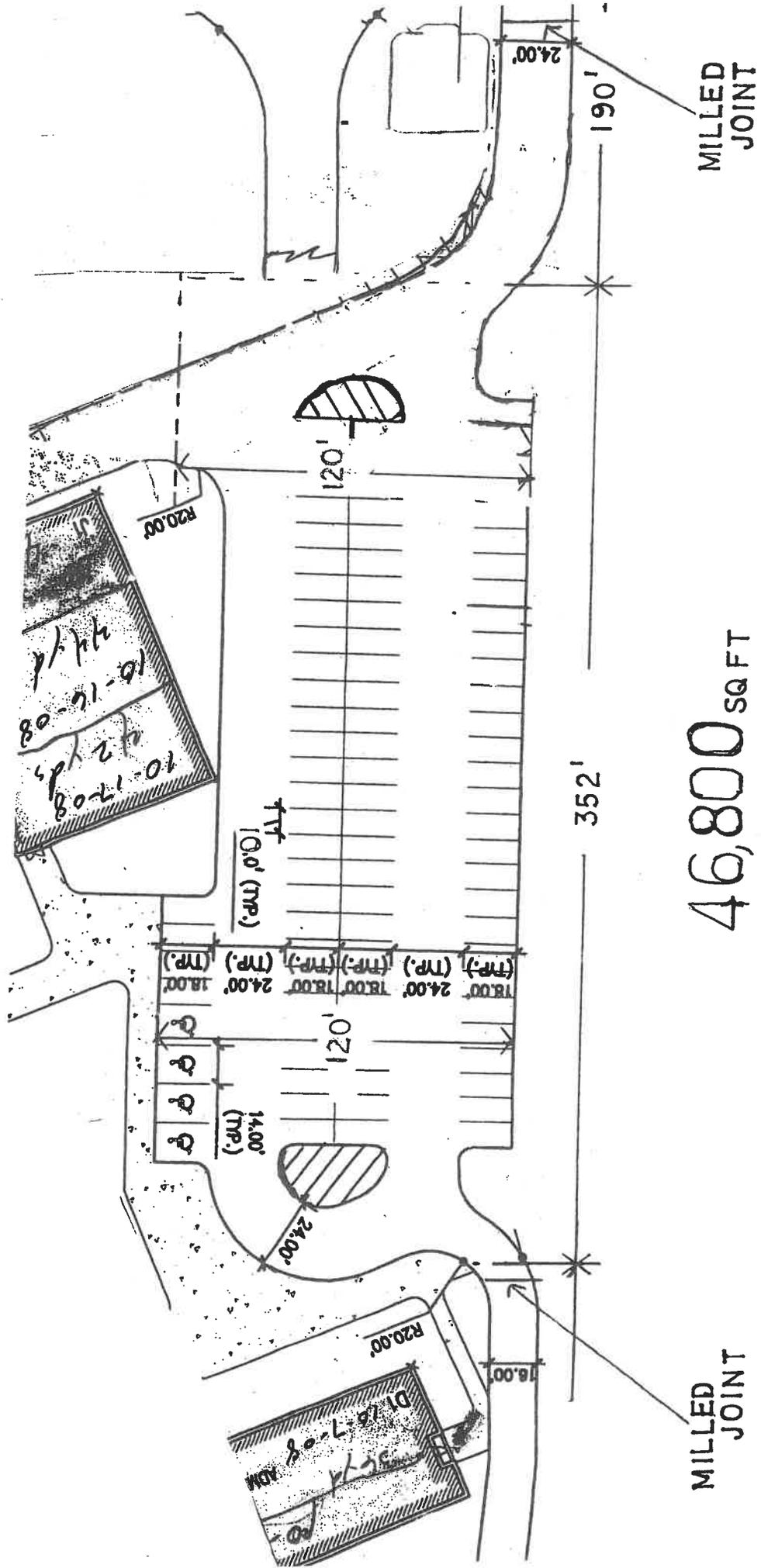
EXHIBIT B – CONTRACT SKETCHES AND CONTRACT DRAWINGS FOR
REFERENCE

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

CONTRACT SKETCHES FOR REFERENCE:

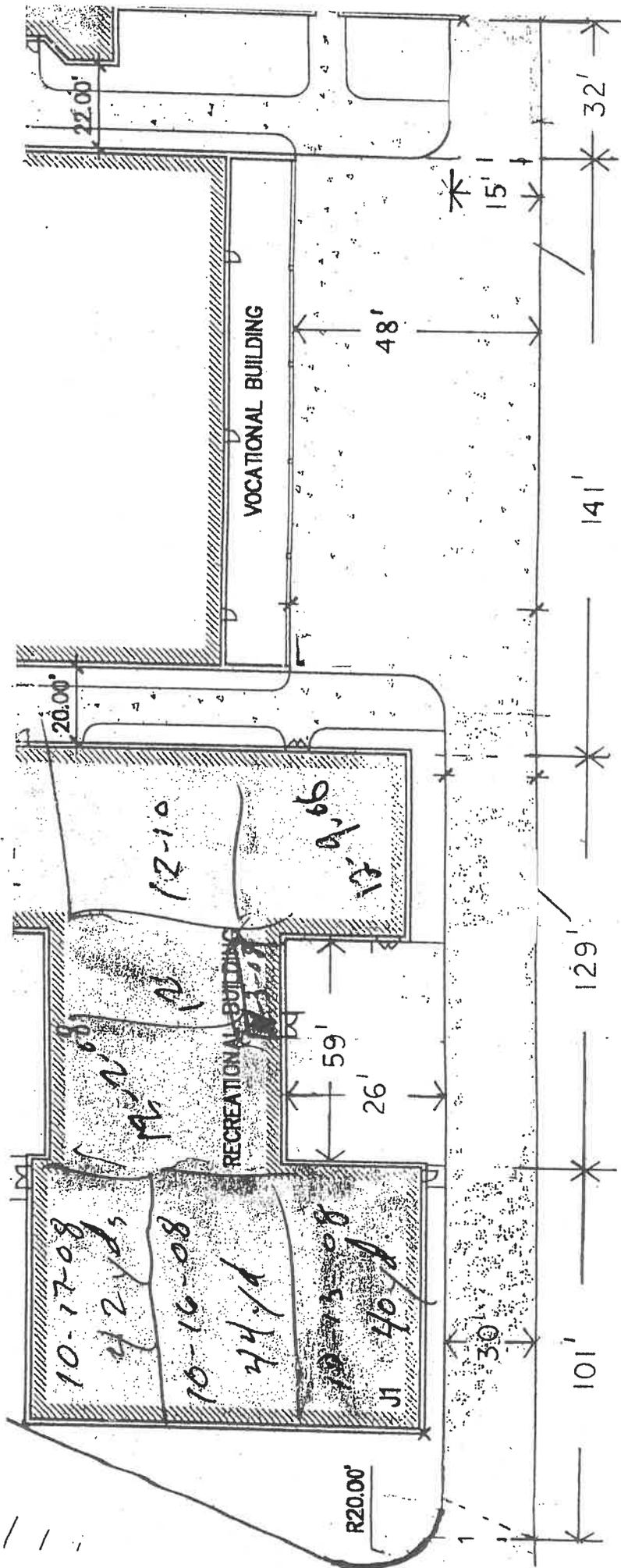
ATTACHMENT NO. 3: PARKING LOT SEALER AND PAINTING SKETCHES:

PROPOSAL -A



46,800 SQ FT

PROPOSAL - B



15,682 SQ FT

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

EXHIBIT B – CONTRACT SKETCHES FOR REFERENCE

ATTACHMENT NO. 4: PARKING LOT ASPHALT PAVING SKETCH:

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

EXHIBIT B – CONTRACT DRAWINGS FOR REFERENCE

ATTACHMENT NO. 5: CONTRACT DRAWINGS FOR REFERENCE:

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

EXHIBIT C – SECURITY DOCUMENTS



STATE OF WEST VIRGINIA
DEPARTMENT OF HOMELAND SECURITY
DIVISION OF CORRECTIONS
AND REHABILITATION



WILLIAM K MARSHALL, III
COMMISSIONER

MARK A. SORSAIA
CABINET SECRETARY

Office of the Commissioner
 1409 Greenbrier Street
 Charleston, WV 25311
 304-558-2036 Telephone
 304-558-5367 Fax

To: Effected Design Firms, Contractors, and Subcontractors

From: Philip Farley 
 Director of Engineering, Construction, and Maintenance

Date: March 8, 2024

Subject: SECURITY, GENERAL REQUIREMENTS, AND REQUIRED FORMS

To all design firms, contractors, and subcontractors, including all employees affiliated with the design, construction, and maintenance projects. As Director of Engineering, Construction, and Maintenance for the West Virginia Division of Corrections and Rehabilitation, currently, I am reminding you that at a Correctional, Jail, or Juvenile Facility, the following restrictions and rules apply to you and your employees:

- A. Security – All design firms, contractors, and subcontractors must comply with all Division of Corrections and Rehabilitation Facility security requirements. This includes but not limited to the following:
 1. Before work each day at the jobsite, everyone from the design firms, contractors, and subcontractors will be required to sign-in. After work each day at the jobsite, everyone will be required to sign-out. This is to have accountability to know exactly how many individuals and who is at the DCR facility in the event something that would happen.
 2. All design firms, contractors, and subcontractors will receive a security orientation prior to working on site if applicable at the DCR facility.
 3. All design firms, contractors, and subcontractors will be issued a temporary ID if applicable at the DCR facility and must be surrendered at the end of each workday. All design firms, contractors, and subcontractors will be required to turn in federal or state issued photo ID each day if applicable at the DCR facility before they can pick up a temporary ID. The federal or state issued

photo ID will be returned at the end of the work when the temporary ID is returned to the DCR facility.

4. It is the design firms, contractors, and subcontractors responsibility to notify the DCR facility as much in advance of any deliveries. All contractors and subcontractors must give a minimum of twenty-four (24) hour advance notice.
5. There are a lot of inmates that are out and about at the DCR facility grounds. Design firms, contractors, and subcontractors are not permitted to socialize or mingle with inmates or give them any items. For example, tobacco products, knives, tools, and cell phones, etc.
6. The introduction of contraband, for example, weapons, drugs, alcohol, cell phones, etc., will result in prosecution.
7. All design firms, contractors, and subcontractors are subject to be searched, at any time, via pat-down, use of the special operations, or the K-9 unit.
8. All design firms, contractors, and subcontractors vehicles are subject to be searched at any time.
9. It is the design firms, contractors, and subcontractors responsibility to make sure that the keys are not left in the vehicle, all windows are up, and the doors are locked on all vehicles.
10. All design firms, contractors, and subcontractors are to remain in their work areas unless an emergency dictates otherwise.
11. All design firms, contractors, and subcontractors must stay in the same area as their escort. If any individual or individuals do not comply, they will be escorted off the DCR facility property and could potentially not be allowed back on site.
12. No design firms, contractors, or subcontractors are permitted to have cell phones at the DCR facility buildings or inside the perimeter fence areas. All individuals must leave their cell phones locked up in their vehicle. The contractor's field superintendent or foreman may use their cell phone, but is at the discretion of the DCR, and will be handled as a case-by-case scenario.
13. The DCR facility has a certain designated smoking area outside the perimeter fence. That is the only area that is permitted for use tobacco products. Tobacco products are not permitted inside any of the buildings or anywhere inside the perimeter fenced in area.

14. Any individual or individuals of the design firms, contractors, or subcontractors who show up at the facility for work and are under the influence of drugs and/or alcohol will be escorted off site and lose their privileges of ever working at the current or any future DCR facilities.
- B. Tools - All design firms, contractors, and subcontractors must comply with all Division of Corrections and Rehabilitation Facility tool security requirements. This includes but not limited to the following:
1. Itemized list of all tools being brought to the jobsite. This includes but not limited to tools that are in a toolbox, vehicle, etc.
 2. Checking all tools brought into the DCR facility at the beginning of the workday.
 3. Checking all tools being removed from the DCR facility at the end of the workday.
 4. Keeping all tools locked up while not in use.
 5. Immediately report any missing tools.
 6. No tools such as knives or razor blades are to be thrown away into the back of a dump truck, trash, dumpster, etc. All tools that are to be thrown away are to be given to the escort to throw away.
 7. To make it simpler, the design firms, contractors, and subcontractors can have a large lockable toolbox with all their tools in. The DCR facility will have a designated area for the toolbox to be stored and will be discussed in more detail at the pre-construction meeting. This will be handled as a case-by-case scenario depending on where the project is located the DCR facility.
- C. Vehicle trailers, office trailers, designated parking areas, etc. - All design firms, contractors, and subcontractors must comply with all Division of Corrections and Rehabilitation Facility parking and vehicle requirements. This includes but is not limited to the following:
1. All design firms, contractors, and subcontractors parking will be located in the DCR facility parking lot area outside perimeter fence.
 2. Any vehicle of the design firms, contractors, and subcontractors that will need to be taken into the perimeter security fence area will require special approval from the DCR facility.
 3. All design firms, contractors, and subcontractors who have approval to drive a vehicle inside the perimeter security fence area are only permitted to go through the designed gate area.
 4. All design firms, contractors, and subcontractors vehicles are only allowed to be parked inside the perimeter security fence area for as minimal time as required.

5. No design firms, contractors, and subcontractors vehicles such as a dump truck, trailer, tool truck, testing truck, etc. are permitted to be left inside the perimeter security fence area overnight.
6. Office trailers, supply trailers, and material storage containers are not permitted to be placed anywhere inside the perimeter security fence.
7. Office trailers, supply trailers, material storage containers are only allowed to be setup in an approved designed area outside the perimeter security fence.

D. Damages:

1. Any damages occurring to the building or property resulting from the design firms, contractor's or subcontractors' performance of this work shall be responsibility of the design firm, contractor, and subcontractor to repair at the design firms, contractor's and subcontractor's expense; either by using his/her own forces or that of an approved subcontractor. The repair method and the finished product will be subject to the approval of the owner.

E. Cleanup:

1. The design firms, contractors, and subcontractors shall keep the work area clean as possible during the entire progress of work and shall be responsible for to remove from the site, the packaging materials from the products and other debris as it accumulates. All items that are removed to allow the installation of the new items will become the property of the contractors or subcontractors to dispose of unless otherwise noted. The design firms, contractors, and subcontractors are not permitted to remove any items from the DCR facility unless it specifically states in the contract. Anyone caught stealing items from the DCR facility will be prosecuted.

F. Safety and safety equipment:

1. All design firms, contractors, and subcontractors shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state, and federal requirements that are safety related. Safety shall be the responsibility of the design firms, contractors, and subcontractors. All related personnel shall be instructed daily to be mindful of the full-time requirement to maintain a safe environment for the DCR facility's occupants including staff, visitors, customers, and the occurrence of the general public on or near the site.

G. Certificate of Understanding:

1. Each individual that works for the design firms, contractors, and subcontractors will be required to review to execute a Certificate of Understanding, certifying they understand and will comply with the rules listed above. Failure to comply with any of the rules may result in banishment from all

the DCR facilities. There is a separate form with the required information to be filled out.

H. NCIC Security Background Check Information:

1. Each individual that works for the design firms, contractors, and subcontractors will be required to complete the NCIC Security Background Information Form if they will be working on the contract / project. This will not be required for someone delivering items to the jobsite and then immediately leaving. Delivery drivers must stay with their vehicles. there is a separate form for the required information to be filled out.

I. Prison Rape Elimination Act (PREA):

1. Each individual that works for the design firms, contractors, and subcontractors will be required to review PREA Sexual Misconduct Questionnaire and answer the questions concerning PREA. Each individual will also be required to fill out the additional information below the questions, sign, and date.
2. Each individual that works for the design firms, contractors, and subcontractors will be required to review the Prison Rape Elimination Act Acknowledgement for Volunteers, Contractors, and Mentors. Each individual will also be required to fill out the additional information on the Contact Information Required for Volunteers, Contractors, and Mentors, sign, and date.
3. Any individual who failures to complete the PREA forms will not be permitted to work on the construction project at the DCR facility. There are separate forms for the required information to be filled out.

- J. Each individual that completes the required documents must make sure all their information is neat, clear, and easily readable. If it is not, the individual will be required to redo the documents.

Should you have any additional questions or concerns, please do not hesitate to let me know at your earliest convenience.



STATE OF WEST VIRGINIA
DEPARTMENT OF HOMELAND SECURITY
DIVISION OF CORRECTIONS
AND REHABILITATION



WILLIAM K MARSHALL, III
COMMISSIONER

MARK A. SORSAIA
CABINET SECRETARY

Office of the Commissioner
1409 Greenbrier Street
Charleston, WV 25311
304-558-2036 Telephone
304-558-5367 Fax

CERTIFICATE OF UNDERSTANDING

I hereby acknowledge that I have read, understand, and will comply with each of the rules of the security and general requirements of the Division of Corrections and Rehabilitation Facilities, including but not limited to, design projects, construction projects, and maintenance contracts from the Director of Engineering, Construction, and Maintenance dated March 8, 2024. I understand that I may be subject to removal from the facility resulting from violations of any of these rules.

Company Name: _____

Employee Name: _____

Date: _____

Signature: _____

DO NOT FILL OUT



Office of PREA Compliance
1409 Greenbrier Street Charleston, WV 25311

Sexual Misconduct Questionnaire

The WVDCR has a zero-tolerance policy for sexual abuse and sexual harassment of offenders in DCR custody. The following questions shall be asked of new hires, existing staff upon promotion and in conjunction with the agency's four-year background check process, volunteers, contractors, mentors and interns who may have direct contact with offenders. These questions deal with previous acts of sexual misconduct in which the individual responding to the questionnaire was the instigator or perpetrator of sexual abuse or sexual harassment of an incarcerated person.

Have you ever engaged in sexual abuse or harassment of an incarcerated person while employed in a prison, jail, lockup, community confinement facility or juvenile facility or other institution? **Yes / No**

Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats, or coercion, or if the victim did not consent or was unable to consent or refuse? **Yes / No**

Have you ever been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats, or coercion, or if the victim did not consent or was unable to consent or refuse? **Yes / No**

Have you ever been involved in a relationship with an incarcerated person while employed in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? **Yes / No**

Have you ever resigned or otherwise left employment at a prison, jail, lockup, community confinement facility, juvenile facility, or other institution while under investigation for allegations related to sexual misconduct? **Yes / No**

By signing below, you acknowledge and affirm that you have answered the above questions honestly and truthfully. You understand that material omissions regarding sexual misconduct or providing false information shall be grounds for termination or denial of access to DCR facilities. A criminal background check will be completed prior to being hired or gaining access to a DCR facility.

Printed Name & Signature

Date

Printed Name & Signature of Witness

Date



Office of PRC Compliance
1409 Greenbrier Street Charleston, WV 25311

Prison Rape Elimination Act (PREA) Acknowledgement for Volunteers, Contractors, Mentors

The Prison Rape Elimination Act (PREA) is a federal law that prohibits and seeks to eliminate sexual assaults and sexual misconduct in correctional institutions and community corrections settings. The West Virginia Division of Corrections & Rehabilitation (WVDCR) has **ZERO TOLERANCE** regarding instances of sexual misconduct and sexual harassment. WVDCR is committed to providing a safe and healthy environment for staff and offenders. The intent of PREA is to ensure a safe, humane, and secure environment, free from the threat of sexual misconduct and sexual harassment for all offenders, employees, volunteers, and contractors.

Sexual misconduct and sexual harassment within WVDCR facilities is prohibited. The WVDCR investigates all allegations of sexual misconduct and sexual harassment. Any contractor or volunteer who engages in such behavior shall be prohibited from entering the facility. Contact with offenders shall be prohibited and the perpetrator shall be reported to law enforcement agencies and to relevant licensing bodies. The facility shall take appropriate remedial measures and shall consider whether to prohibit further contact with offenders.

Anyone who witnesses, becomes aware of or suspects sexual misconduct or sexual harassment has a duty to report. If you have information regarding a WVDCR offender who has been victimized while in WVDCR custody or community supervision, you may report by, informing the Superintendent, institutional leadership or your Program Supervisor. You may report either in person, by writing or by phone.

You may report it anonymously to the Office of PRC Compliance by calling 304-558-2036, emailing DCRPrea@wv.gov or by mailing the information to ATTN: OPC 1409 Greenbrier Street Charleston WV 25311. You don't have to provide your name, but it is critical that you provide as many details as possible. This includes:

1. The name(s) and locations of persons involved.
2. The name(s) or description of any witnesses to the incident.
3. OID number (if an offender).
4. A brief description of the incident(s).
5. A brief description of where the event(s) occurred.
6. The date(s), time and place of occurrence(s).
7. Names and contact information of others who might have additional information about the incident.

Everyone has an obligation to maintain clear boundaries with all offenders and to maintain an ethical supervision relationship with objectivity and professionalism. Individuals shall not allow the development of personal, unduly familiarity, emotional, or sexual relationship to occur with offenders.



Office of PRC Compliance
1409 Greenbrier Street Charleston, WV 25311

Contact Information
Required for Volunteers, Contractors and Mentors

My signature below acknowledges that I have received information related to the Prison Rape Elimination Act. I understand and agree to comply with the DCR requirements regarding sexual misconduct and sexual harassment. My signature below also acknowledges that I have been informed on how to report such incidents.

Printed Name:

Phone number

Email address

Assigned facility(s) *List all if more than one*

Name of volunteer organization

Service provided

Signature: _____ **Date:** _____

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

EXHIBIT D – PRE-CONSTRUCTION MEETING AGENDA

Facility Name – Project Date

Pre-Construction Meeting, Date and Time of Meeting

Name of Owner:
Address & Phone:
Phone:
Representative:

Name of Facility:
Address:
Phone:
Representative:

Name of Contractor:
Address:
Phone:
Representative:

During the pre-construction meeting, after I have read about each particular item listed below, I ask that the contractor, their subcontractor(s) and the DCR add any additional discussion:

1. Introduction of everyone
2. Permits
3. Terms of work
 - A. Scheduling
 - B. Notice to proceed
4. Submittals
5. Security
6. Tools
7. Code requirements
8. Damages
9. Cleanup
10. Safety
 - A. Safety Equipment
 - B. First aid

11. Materials
12. Standard work hours
13. Work sequence
14. Request for information
15. Utility locations
16. Pay applications
 - A. Review sample pay application
 - B. Retainage
 - C. Time frame for pay applications
 - D. Who pay applications must be submitted to first
17. Change orders:
 - A. Procedures for processing field decisions and change orders
 - B. Discrepancies and issues found in the field
 - C. Time extensions
 - D. What must be submitted
18. Closeout documents:
 - A. What is required to be submitted
19. Summary of project:
20. DAS/DCR discussion:
 - A. Discussion of project
21. Contractor/Subcontractor(s) discussion:
 - A. Discussion of project

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
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EXHIBIT E – PRICING PAGE

ARFQ 0608 DCR2400000106
REQUEST FOR QUOTATION
SEALING / STRIPING PARKING LOT AND ASPHALT PAVING PROJECT
KENNETH "HONEY" RUBENSTEIN JUVENILE CENTER

EXHIBIT E – PRICING PAGE

Vendor's Company Name: Wolfe's Excavating, LLC

Vendor's Address: 70 Columbia Blvd

Clarksburg, WV 26301

Phone Number: 304-842-9050

Fax Number: _____

Email Address: jhayes@wolfesexcavating.com

WV Contractor's License Number: WV043545

We, the undersigned, hereby propose to furnish all materials, equipment, and labor to complete all work in a workmanlike manner, as described in the Bidding Documents.

TOTAL BID AMOUNT: FIFTY THOUSAND EIGHT HUNDRED THIRTY EIGHT DOLLARS

AND NO CENTS

(\$ 50,838.00)

(Total bid amount to be written in words and numbers.)

SIGNATURE: *Justin Hayes*