



State of West Virginia  
Agency Request for Quote

**Proc Folder:** 1555301

**Doc Description:** Roof Replacement Project

**Reason for Modification:**

To reissue addendum no. 1  
because the Oasis system did not  
complete version no. 2 and 3.

**Proc Type:** Agency Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2024-11-22	2024-12-05 10:30	ARFQ 0608 DCR2500000032	4

**BID RECEIVING LOCATION**

**VENDOR**

**Vendor Customer Code:** 000000193847

**Vendor Name :** Hite Associates, Inc.

**Address :**

**Street :** P.O. Box 1273

**City :** Cumberland

**State :** MD

**Country :** United States

**Zip :** 21501

**Principal Contact :** Randy S. Rice

**Vendor Contact Phone:** 301-729-0920

**Extension:** 631

**FOR INFORMATION CONTACT THE BUYER**

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

**Vendor  
Signature X**

**FEIN#** 52-1437805

**DATE** 12-05-2024

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

**ADDITIONAL INFORMATION**

The West Virginia Division of Corrections and Rehabilitation (DCR) is soliciting bids on behalf of Vicki V. Douglas Juvenile Center (VVDJC), to establish a contract for a lump sum amount to replace the existing roof with new and concrete parapet wall restoration. The facility is located at 900 Emmett Rousch Drive Martinsburg, WV 25401 in Berkeley and Jefferson County.

INVOICE TO			SHIP TO		
DIVISION OF CORRECTIONS - CENTRAL OFFICE 1124 SMITH STREET SECOND FLOOR CHARLESTON WV US			VICKI V DOUGLAS JUVENILE CENTER 900 EMMETT ROUSCH DR MARTINSBURG WV US		

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

Comm Code	Manufacturer	Specification	Model #
72152601			

**Extended Description:**  
Roof Replacement Project

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Mandatory Pre-Bid Meeting at 10:00 AM E.S.T.	2024-11-14
2	Deadline for Question Due is 2:00 PM E..S.T	2024-11-21
3	Bid Due By 10:30 AM E.S.T.	2024-12-05

	Document Phase	Document Description	Page 3
DCR2500000032	Final	Roof Replacement Project	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

ARFQ 0608 DCR2500000032  
REQUEST FOR QUOTATION  
ROOF REPLACEMENT PROJECT  
VICKI V. DOUGLAS JUVENILE CENTER

---

EXHIBIT E – PRICING PAGE, REVISION NO. 1

Vendor's Company Name: Hite Associates, Inc.

Vendor's Address: P.O. Box 1273 Cumberland, MD 21501

Phone Number: 301-729-0920

Fax Number: 301-729-0163

Email Address: rrice@thebeltgroup.com

WV Contractor's License Number: WV013019

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.

BASE BID:

One Million Four Hundred Eighty-Three Thousand Seven Hundred Dollars and Zero Cents

(\$ 1,483,700.00 )

(Base bid, roof replacement project, must be written in words and numbers.)

UNIT PRICE NO. 1: REPLACEMENT OF METAL DECKING PER SQUARE FOOTAGE  
COST BID (IF ANY):

Twelve Dollars and Zero Cents

(\$ 12.00 )

(Replacement of metal decking per square footage cost bid amount must be written in words and number.)

ARFQ 0608 DCR2500000032  
REQUEST FOR QUOTATION  
ROOF REPLACEMENT PROJECT  
VICKI V. DOUGLAS JUVENILE CENTER

---

UNIT PRICE NO. 2: REPLACEMENT OF INTERNAL ROOF DRAIN PER EACH COST  
BID (IF ANY):

Two Thousand Five Hundred Dollars and Zero Cents

( \$ 2,500.00 )  
(Replacement of internal roof drain cost per each bid amount must be written in words and  
number.)

UNIT PRICE NO. 3: REPLACEMENT OF PLYWOOD SHEATHING PER SQUARE FOOT  
COST BID (IF ANY):

Five Dollars and Zero Cents

( \$ 5.00 )  
(Replacement of plywood sheathing per square foot cost bid amount must be written in words  
and number.)

UNIT PRICE NO. 4: REPLACEMENT OF WOOD NAILERS PER LINEAR FOOTAGE  
COST BID (IF ANY):

1. 2" X 4" WOOD NAILERS:

Two Dollars and Fifty Cents

( \$ 2.50 )  
(2" X 4" wood nailers per linear cost bid amount must be written in words and number.)

2. 2" X 6" WOOD NAILERS:

Three Dollars and Twenty-Five Cents

( \$ 3.25 )  
(2" X 6" wood nailers per linear cost bid amount must be written in words and number.)

3. 2" X 8" WOOD NAILERS:

Four Dollars and Twenty-Five Cents

( \$ 4.25 )  
(2" X 8" wood nailers per linear cost bid amount must be written in words and number.)

ARFQ 0608 DCR2500000032  
REQUEST FOR QUOTATION  
ROOF REPLACEMENT PROJECT  
VICKI V. DOUGLAS JUVENILE CENTER

---

4. 2" X 10" WOOD NAILERS:

Five Dollars and Twenty-Five Cents

(\$ 5.25 )  
(2" X 10" wood nailers per linear cost bid amount must be written in words and number.)

UNIT PRICE NO. 5: REPLACEMENT OF EXISTING METAL DECK FLUTE FILL BATT  
INSULATION PER LINEAR FOOTAGE COST BID (IF ANY):

One Dollar and Fifty Cents

(\$ 1.50 )  
(Replacement of existing metal deck flute fill batt insulation per linear foot cost bid amount must be written in words and number.)

Authorized Signature: \_\_\_\_\_



**Subcontractor List Submission (Construction Contracts Only)**

**Bidder's Name:** Hite Associates, Inc.

☐ Check this box if no subcontractors will perform more than \$25,000.00 of work to complete the project.

Subcontractor Name	License Number if Required by W. Va. Code § 21-11-1 et. seq.
RK Hydrovac	
R.H. Lapp	NV008412



**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.

Randy S, Rice- President

(Name, Title)

Randy S. Rice - President

(Printed Name and Title)

P.O. Box 1273 Cumberland, MD 21501

(Address)

301-729-0920 / 301-729-0163

(Phone Number) / (Fax Number)

rrice@thebeltgroup.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..

Hite Associates, Inc.

(Company)

President

(Authorized Signature) (Representative Name, Title)

Randy S. Rice- President 12-05-2024

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

12-05-2024

(Date)

301-729-0920 / 301-729-0163

(Phone Number) (Fax Number)

rrice@thebeltgroup.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.

Hite Associates, Inc.

\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Authorized Signature

12/05/2024

\_\_\_\_\_  
Date

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



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

I, Randy Rice, after being first duly sworn, depose and state as follows:

1. I am an employee of Hite Associates, Inc.; and,  
 (Company Name)
2. I do hereby attest that Hite Associates, Inc.  
 (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: Randy S. Rice

Signature: \_\_\_\_\_

Title: President

Company Name: Hite Associates, Inc.

Date: 12/05/2024

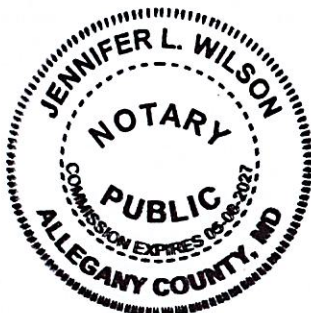
Maryland  
 STATE OF ~~WEST VIRGINIA~~,

COUNTY OF Allegany, TO-WIT:

Taken, subscribed and sworn to before me this 5th day of December, 2024.

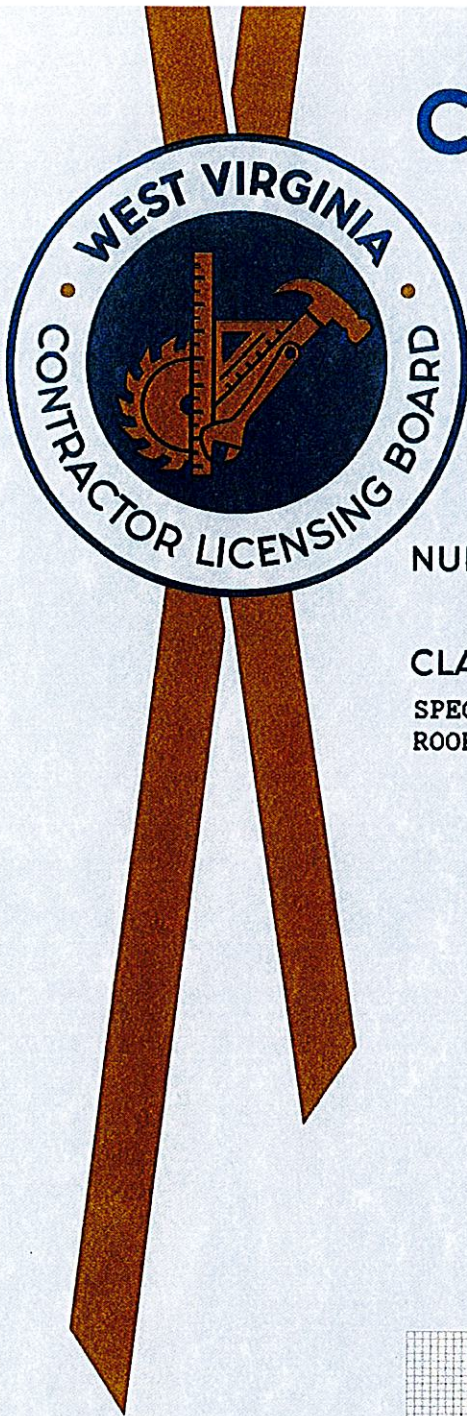
By Commission expires May 8, 2027

(Seal)



Jennifer L. Wilson  
 (Notary Public)





# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board

NUMBER: WV013019

CLASSIFICATION:

SPECIALTY  
ROOFING

HITE ASSOCIATES INC  
DBA HITE ROOFING  
PO BOX 1273  
CUMBERLAND, MD 21501

DATE ISSUED

JANUARY 21, 2024

EXPIRATION DATE

JANUARY 21, 2025

Authorized Signature

Chair, West Virginia Contractor  
Licensing Board



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.



Agency \_\_\_\_\_  
REQ.P.O# \_\_\_\_\_

### BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Hite Associates, Inc.  
\_\_\_\_\_ of Cumberland, Maryland, as Principal, and Fidelity and Deposit Company  
of Maryland of Schaumburg, Illinois, a corporation organized and existing under the laws of the State of \_\_\_\_\_  
Illinois with its principal office in the City of Schaumburg, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of Five Percent of Total Bid (\$ 5% of Total Bid ) 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  
ARFQ 0608 DCR2500000032 Roof Replacement Project - Vicki V. Douglas Juvenile Center (VVDJC)

#### 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.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and  
Surety, or by Principal individually if Principal is an individual, this 5th day of December, 2024.

Principal Seal

Hite Associates, Inc.

(Name of Principal)

By \_\_\_\_\_

(Must be President, Vice President, or  
Duly Authorized Agent)

President

(Title)

Surety Seal

Fidelity and Deposit Company of Maryland

(Name of Surety)

Jeffery O'Dell  
West Virginia Countersignature

Kayla McCullough  
Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and  
must attach a power of attorney with its seal affixed.**

## EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

### CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 5th day of December, 2024.



*MJ Pethick*

Mary Jean Pethick  
Vice President

**TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:**

Zurich Surety Claims  
1299 Zurich Way  
Schaumburg, IL 60196-1056  
[reportsfclaims@zurichna.com](mailto:reportsfclaims@zurichna.com)  
800-626-4577

Authenticity of this bond can be confirmed at [bondvalidator.zurichna.com](http://bondvalidator.zurichna.com) or 410-559-8790

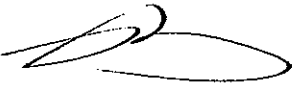
**ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND  
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8. of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **Lisa WINCHESTER, Shelley MCCABE, Kayla D. MCCULLOUGH, Gregory A. SMITH, Patrick BUCK, Gillian ROE, Carol UADISKI of Cumberland, Maryland,** its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

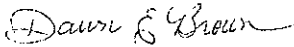
The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8. of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 3rd day of October, A.D. 2023.

**ATTEST:**  
ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND



By: *Robert D. Murray*  
Vice President



By: *Dawn E. Brown*  
Secretary

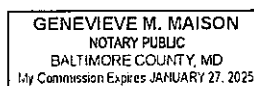


State of Maryland  
County of Baltimore

On this 3rd day of October, A.D. 2023, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

*Genevieve M. Maison*



Authenticity of this bond can be confirmed at [bondvalidator.zurichna.com](http://bondvalidator.zurichna.com) or 410-559-8790