

Solicitation Response(SR) Dept: 0608 ID: ESR10062500000002444 Ver.: 1 Function: New Phase: Final

Modified by batch , 10/06/2025

Header 1



General Information   Contact   Default Values   Discount   Document Information   Clarification Request

**Procurement Folder:**

1789605

**Procurement Type:**

Agency Master Agreement

**Vendor ID:**

000000202408

**Legal Name:**

CASTO TECHNICAL SERVICES INC

**Alias/DBA:**

**Total Bid:**

\$57,308.00

**Response Date:**

10/06/2025

**Response Time:**

9:31

**Responded By User ID:**

Casto015

**First Name:**

April

**Last Name:**

Dunlap

**Email:**

adunlap@castotech.com

**Phone:**

304-346-0549

**SO Doc Code:**

ARFQ

**SO Dept:**

0608

**SO Doc ID:**

DCR2600000035

**Published Date:**

9/14/25

**Close Date:**

10/6/25

**Close Time:**

10:30

**Status:**

Closed

**Solicitation Description:**

Equipment and Systems Maintenance and Repairs Contract

**Total of Header Attachments:**

1

**Total of All Attachments:**

1

**EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)**

**ARFQ 0608 DCR2600000035 - Equipment and Systems Maintenance and Repairs Contract Pricing Page**

Preventative Maintenance	Preventative Maintenance Unit of Measure	Preventative Maintenance Number of Times Per Year	Preventative Maintenance Unit Price Per Each Time	Preventative Maintenance Extended Amount
<b>Equipment and Systems</b>				
Equipment and Systems	Biannual	2	5790	11,940
<b>Subtotal A:</b>				11,940

Correction Maintenance Hourly Rates	Corrective Maintenance Unit of Measure	Corrective Maintenance Estimated Annual Hours *	Corrective Maintenance Unit Price	Corrective Maintenance Extended Amount
Regular Labor Rate	Hour	100	138	13,800
Overtime Labor Rate	Hour	16	182	2,912
Holiday Labor Rate	Hour	8	182	1,456
Emergency Labor Rate	Hour	8	138	1,104
<b>Subtotal B:</b>				19,272

New Equipment, Devices, and Parts Markup Percentage Quote	Estimated New Equipment, Devices, and Parts Markup Percentage Cost **	New Equipment, Devices, and Parts Markup Percentage	New Equipment, Devices, and Parts Markup Percentage Extended Amount
Parts	\$20,000.00	1.3 %	26,000
<b>Subtotal C:</b>			26,000

**OVERALL COST (by adding subtotals A, B, and C)** 57,308

<b>Bidder/Vendor Information:</b>	
Name:	Costa Technical Services
West Virginia Contractors License:	WV001941
Address:	540 Leon Sullivan Way Charleston, WV 25301
Phone No.:	304-242-0840
Email Address:	adynlope@costatech.com
Authorized Signature:	adynlope

**NOTES:**

- \* Quantities are estimated for bid evaluation purposes only.  
 \*\* Estimated cost for bid evaluation purposes only.

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Casto Technical Services, Inc.  
of Charleston, West Virginia, as Principal, and Western Surety Company  
of Chicago, Illinois, a corporation organized and existing under the laws of the State of South Dakota with its principal office in the City of Chicago, as Surety, are held and firmly bound unto the State of West Virginia, as Obligee, in the penal sum of Five Percent of the Total 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 ARFQ 0608 DCR2600000035 - Eastern Regional Jail and Correctional Facility - Building No. 2 (Martinsburg Correctional Center and Jail), Equipment and Systems Maintenance and Repairs Contract

**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 6th day of October, 2025.

Principal Seal

Casto Technical Services, Inc.  
(Name of Principal)

By Timothy Sweeney  
(Must be President, Vice President, or  
Duly Authorized Agent)

GENERAL MANAGER  
(Title)

Surety Seal

Western Surety Company  
(Name of Surety)

Belinda M. Ferriot  
Belinda M. Ferriot, 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.**

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Robert A Quicke Jr, Courtney Seed, Robin Whelan, Belinda M Ferciot, Debra L Stewart, Brittany H Ferciot, Individually**

of Millersville, MD, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

### - In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 15th day of April, 2025.



WESTERN SURETY COMPANY

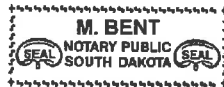
Larry Kasten, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 15th day of April, 2025, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



M. Bent, Notary Public

### CERTIFICATE

I, Paula Kolsrud, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Laws and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 6th day of October, 2025



WESTERN SURETY COMPANY

Paula Kolsrud, Assistant Secretary

### Authorizing By-Laws and Resolutions

#### ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

Go to [www.cnasurety.com](http://www.cnasurety.com) > Owner / Obligor Services > Validate Bond Coverage, if you want to verify bond authenticity.



State of West Virginia  
Agency Request for Quote

<b>Proc Folder:</b> 1789605			<b>Reason for Modification:</b>
<b>Doc Description:</b> Equipment and Systems Maintenance and Repairs Contract			
<b>Proc Type:</b> Agency Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2025-09-14	2025-10-06 10:30	ARFQ 0608 DCR2600000035	1

**BID RECEIVING LOCATION**

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :** Casto Technical Services

**Address :** 540 Leon Sullivan Way

**Street :**

**City :** Charleston

**State :** WV

**Country :**

**Zip :** 25301

**Principal Contact :** April Dunlap

**Vendor Contact Phone:** 304-346-0549

**Extension:** 1253

**FOR INFORMATION CONTACT THE BUYER**

Philip K Farley

(304) 549-1050

philip.k.farley@wv.gov

**Vendor  
Signature X**

April Dunlap

**FEIN#** 550539186

**DATE** 10/6/2025

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 to establish an open-ended contract to provide preventative maintenance and inspections, corrective maintenance, repairs, replacement parts, and installation of new devices and equipment for the Equipment and Systems Maintenance and Repairs Contract at Eastern Regional Jail and Correctional Facility - Building No. 2 (ERJ&CF-B#2), (Martinsburg Correctional Center and Jail (MCC&J)) located at 38 Grapevine Road, Martinsburg, WV 25401 in Berkley County.

**INVOICE TO**

MARTINSBURG  
CORRECTIONAL CENTER  
38 GRAPEVINE RD

MARTINSBURG WV  
US

**SHIP TO**

MARTINSBURG  
CORRECTIONAL CENTER  
38 GRAPEVINE RD

MARTINSBURG WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Overall Cost			See Pricing Page	\$57,308.1

Comm Code	Manufacturer	Specification	Model #
72102900			

**Extended Description:**

Equipment and Systems Maintenance and Repairs Contract

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Non-Mandatory Pre-Bid Meeting at 10:00 AM E.S.T.	2025-09-24
2	Deadline for Questions Due is 2:00 PM E.S.T.	2025-09-29
3	Bid Due By 10:30 AM E.S.T.	2025-10-06

	Document Phase	Document Description	Page 3
DCR2600000035	Final	Equipment and Systems Maintenance and Repairs Contract	

# **ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

	Document Phase	Document Description	Page 4
DCR2600000035	Final	Equipment and Systems Maintenance and Repairs Contract	

#### **ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



## 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:

Eastern Regional Jail and Correctional Facility – Building No. 2 (Martinsburg Correctional Center and Jail)  
38 Grapevine Road, Martinsburg, WV 25401

Time: September 24, 2025

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

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

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 September 29, 2025

1124 Smith Street, Suite 2100

Charleston, WV 25301

Fax: (304) 957-7622

Email: [Philip.K.Farley@wv.gov](mailto: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: Eastern Regional Jail and Correctional Facility – Building No. 2 (Martinsburg Correctional Center and Jail (MCC&J)), Equipment and Systems Maintenance and Repairs Contract

VENDOR NAME:

BUYER: Philip Farley

SOLICITATION NO.: ARFQ 0608 DCR2600000035

BID SUBMISSION DEADLINE TIME AND DATE: 10:30 AM E.S.T. on October 6, 2025

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 October 6, 2025

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:** The Initial Contract Terms will be for a period of one (1) year. 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 four (4) 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 \_\_\_\_ 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.
- 30A. **CONFIDENTIALITY POLICIES AND INFORMATION SECURITY**  
**ACCOUNTABILITY:** The Vendor agrees to adhere to the Confidentiality Policies and Information Accountability Requirements set forth in the link below. At the Agencies sole discretion, the Agency can require the Vendor and its employees to execute the confidentiality agreement. <http://www.state.wv.us/admin/purchase/privacy/default.html>
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, sign 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](http://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](http://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](http://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.

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

**Bidder's Name:** Cash Technical Services

☒ 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.

**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.

April Dunlap, Sales Support

(Name, Title)

April Dunlap, Sales Support

(Printed Name and Title)

840 Leon Sullivan Way; Charleston, WV 25301

(Address)

304-346-0549 / 304-346-8920

(Phone Number) / (Fax Number)

adunlap@costotech.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..

Costo Technical Services

(Company)

April Dunlap, Sales Support

(Authorized Signature) (Representative Name, Title)

April Dunlap, Sales Support 10/6/2025

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

10/6/2025

(Date)

304-346-0549 / 304-346-8920

(Phone Number) (Fax Number)

adunlap@costotech.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 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.

Costo Technical Services  
Company

April Demko  
Authorized Signature

10/6/2025  
Date

NOTE: This addendum acknowledgement 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, April Dunlap, after being first duly sworn, depose and state as follows:

1. I am an employee of Costo Technical Services; and,  
(Company Name)
2. I do hereby attest that Costo Technical Services  
(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: April Dunlap  
Signature: April Dunlap  
Title: Sales Support  
Company Name: Costo Technical Services  
Date: 10/6/2025

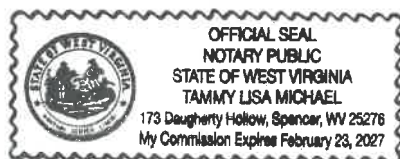
STATE OF WEST VIRGINIA,

COUNTY OF Kanawha, TO-WIT:

Taken, subscribed and sworn to before me this 16<sup>th</sup> day of October, 2025.

By Commission expires February 23, 2027

(Seal)



Tammy L. Michael  
(Notary Public)

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

The West Virginia Division of Corrections and Rehabilitation (DCR) is soliciting bids to establish an open-ended contract to provide preventative maintenance and inspections, corrective maintenance, repairs, replacement parts, and installation of new devices and equipment for the Equipment and Systems Maintenance and Repairs Contract at Eastern Regional Jail and Correctional Facility – Building No. 2 (ERJ&CF-B#2), (Martinsburg Correctional Center and Jail (MCC&J)) located at 38 Grapevine Road, Martinsburg, WV 25401 in Berkley County.

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

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

**1.01 DESCRIPTION, PURPOSE, AND SCOPE:**

- A. The West Virginia Division of Corrections and Rehabilitation (DCR) is soliciting bids to establish an open-ended contract to provide preventative maintenance, inspections, corrective maintenance, repairs, replacement parts, and installation of new devices and equipment for the Equipment and Systems Maintenance and Repairs Contract listed in Exhibit A for the Eastern Regional Jail and Correctional Facility – Building No. 2 (Martinsburg Correctional Center and Jail).
- B. The required preventative maintenance work scope will be listed in Exhibit B. If equipment is listed in Exhibit A and there is not a listed scope for preventative maintenance, Contractor must comply with the manufacture's requested preventative maintenance. If the manufacturer's requested preventative maintenance lists additional work than what is specified in Exhibit B, Contractor must do the additional work.
- C. The equipment and systems for the equipment listed in Exhibit A are located in various locations throughout the facility.
- D. The Division of Corrections and Rehabilitation (DCR) and Division of Administrative Services (DAS) are not liable for any mistyped information concerning the equipment and systems information listed in Exhibit A. It will be Contractor's responsibility to verify the information at the pre-bid meeting.

**1.02 DEFINITIONS:** 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:

- A. "Preventative Maintenance and Inspections" means the organized examinations or formal evaluation of the information stated above in 1.01 and their parts and

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

- components in accordance with all current state and federal laws, to include any annual, bi-annual, quarterly, or monthly inspections.
- B. “Corrective Maintenance” means maintenance performed on an as required basis to correct a potential malfunction or failure in the equipment. No correction maintenance shall be performed without authorization by Agency.
- C. Holidays shall mean days designated by WV Code § 2-2-1 as legal holidays:
- New Year’s Day (January 1)
  - Martin Luther King Day (Third Monday in January)
  - President’s Day (Third Monday in February)
  - Primary Election Day (Second Tuesday in May, Every Two Years)
  - Memorial Day (Last Monday in May)
  - West Virginia Day (June 20)
  - Independence Day (July 4)
  - Labor Day (First Monday in September)
  - Columbus Day (Second Monday in October)
  - General Election Day (First Tuesday in November, Every Two Years)
  - Veterans Day (November 11)
  - Thanksgiving (Fourth Thursday in November)
  - Day After Thanksgiving (Fourth Friday in November)
  - Christmas Day (December 25)
- D. “Costs for Parts” means the actual documented cost for the parts as purchased by Contractor.
- E. “Pricing Page” means the pages upon which Contractor should list its proposed price for the Contract Services. The Pricing Page of the RFQ are attached hereto as Exhibit D.
- F. “Solicitation” means the official notice of an opportunity to supply the State with Contract Services that is published by the West Virginia Division of Corrections and Rehabilitation (DCR), and/or the West Virginia Division of Administrative Services (DAS).

**1.03 QUALIFICATIONS:** Contractor shall have the following minimum qualifications:

- A. All technicians must be trained with five (5) years’ experience in systems in preventative maintenance and inspections, corrective maintenance, repairs, replacement parts, and installation of new devices and equipment.



ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

- B. Evidence of factory training and minimum experience requirement shall be submitted prior to award of contract.
- C. Contractor shall ensure appropriately trained and qualified technicians perform corrective maintenance.
- D. Certifications: Contractor shall ensure that all Equipment and Systems Maintenance and Repairs performed under this Contract is performed by an appropriately licensed individual. Required licenses may include, but are not limited to, the following:
  - 1. Electricians – WV Electricians License
  - 2. Plumbers – WV Plumbers License
  - 3. HVAC – EPA 608 Certification and Apprentice Certification or Completion of HVAC Vocational Program.
  - 4. WV Contractors License
- E. Agency reserves the right to request information from Contractor as to experience, qualifications, and corporate references insofar as it relates to services being requested under this contract.

**1.04 PERFORMANCE REQUIREMENTS:** Contractor shall provide Agency with Equipment and Systems Maintenance and Repairs on an open-end and continuing basis as outlined in this Contract.

- A. Equipment and Systems Maintenance and Repairs (Preventive and Corrective):
  - 1. Contractor shall provide Equipment and Systems Maintenance and Repairs in accordance with manufacturer's recommendations and specifications, as well as industry best practices, at all facilities listed in Exhibit B attached hereto and incorporated herein by reference.
  - 2. Contractor shall furnish and install parts as necessary to keep the systems at each facility listed in Exhibit A in proper working order.
  - 3. Contractor shall furnish all equipment, tools, and parts necessary for the performance of the Equipment and Systems Maintenance

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

and Repairs. Equipment and tools will be provided at no cost to Agency.

4. Contractor shall provide expendable materials used in the scope of performing under this Contract at no cost to Agency. Such items may include, but are not limited to, grease, cleaning supplies, rags, etc.
5. Contractor shall be responsible for replacement of ceiling grid and tiles should they become soiled or damaged by Contractor at no cost to Agency. Agency will make final determination whether to clean or replace tiles on a case-by-case basis.
6. Contractor may only remove equipment from service for a period of twenty-four (24) hours or more with written permission from Agency. Any request to remove equipment for twenty-four (24) hours or more must include a description of the work required and an estimate of the time the equipment will be out of service.
7. Contractor shall maintain a continuous twenty-four (24) hour emergency telephone service where they can be reached every day of the week, including Sundays and Holidays.
8. Contractor shall not perform any Equipment and Systems Maintenance and Repairs under this contract without prior approval from Agency.

G. Preventive Maintenance:

1. Contractor shall perform Preventive Maintenance on a bi-annual basis in accordance with a schedule mutually agreed upon by Contractor and Agency.
2. For the preventative maintenance cost, Contractor must provide a unit price for the labor to do the preventative maintenance work and the cost for any expendable materials that will be used. Any materials or items that are worn and should be replaced during the preventative maintenance process, Contractor will bill for the materials using the percentage markup on materials.

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

3. Contractor shall perform preventative maintenance and inspections during regular business days and hours.
4. Contractor shall submit a proposed schedule of all Preventive Maintenance within five (5) days of Contractor being awarded this contract for approval by Agency, at Agency's discretion.

C. Corrective Maintenance:

1. Contractor shall perform Corrective Maintenance as needed to restore the Systems to working order. Contractor shall bill for Corrective Maintenance on an hourly basis. Parts for Corrective Maintenance must be billed using the multiplier bid as described below.
2. Contractor shall respond to corrective maintenance requirements by telephone or in person within two (2) hours and must arrive onsite as soon as possible, but no later than twenty-four (24) hours after Contractor is notified by Agency. There are no exceptions to the twenty-four (24) hour requirement unless granted by Agency.
3. Corrective Maintenance must be performed between the hours of 8:00 A.M. and 4:00 P.M., Monday through Friday, excluding Holidays, unless Agency approves work at another time.
4. Agency may request Corrective Maintenance on an emergency basis by notifying Contractor of the emergency. Contractor must respond to all emergency requests within thirty (30) minutes of being notified of the emergency request and arrive on site to begin performance no later than four (4) hours after being notified of the emergency. Emergency requests must be authorized by the Superintendent or authorized designee.
5. The following information under this item will be for corrective maintenance, replacing parts, and installation of new devices and equipment:
  - a. Contractor shall quote an hourly rate for regular labor hours. Regular labor rate hours shall be between the hours of 8:00 a.m. and 5:00 p.m., Monday-Friday.

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

- b. Contractor shall quote an hourly rate for overtime labor hours. Overtime labor rate hours shall be between the hours of 5:01 p.m. and 7:59 a.m. for the days of Monday thru Friday, all day Saturday, and all-day Sunday.
  - c. Contractor shall quote an hourly rate for holiday labor hours. Holiday labor rate hours shall be between the hours of 12:00 a.m. and 11:59 p.m., Sunday thru Saturday, for nationally recognized holidays.
  - d. Contractor shall quote an hourly rate for emergency labor hours. Emergency labor rates shall be charged to Agency when any occurrence is declared an emergency by Agency.
- 6. When possible, Contractor shall perform all corrective maintenance, replacing parts, and installation of new devices and equipment during regular business days and hours.
- 7. If the facility requests Contractor to replace the air filters and belts, Contractor will bill this as Corrective Maintenance for the labor and percentage markup for the materials.
- 8. The replacement of compressors and heat exchangers is included in the scope of this contract. Contractor will bill this as Corrective Maintenance for the labor and percentage markup for the materials.
- 9. If the facility has a building automation system (BAS) that controls the facility equipment, it is part of this contract.
- 10. At the facility's discretion, new equipment, devices, and parts may be purchased utilizing this contract by using the percentage markup provided by Contractor on Exhibit D, Pricing Page.
- 11. At the facility's discretion, Contractor may install new equipment, devices, and parts utilizing this contract by using the Corrective Maintenance hourly labor rates provided by Contractor on Exhibit D, Pricing Page.
- 12. If the facility has maintenance staff that are able to do Corrective Maintenance work on the equipment and systems, they are permitted to do the work.

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

13. The contractor is not permitted to send additional staff than what is required to do the Corrective Maintenance work. The contractor is not permitted to send additional staff to the facility for training purposes and charge the facility for additional staff.

**1.05 MANDATORY REQUIREMENTS:**

- A. For all maintenance, repairs, replacement parts, and installation of additional devices or equipment to the system, Contractor must use a device that is the same brand and part number or approved by the manufacturer of the parts.
- B. Contractor shall maintain a continuous 24/7/365 emergency telephone service. Contractor shall establish a call down list or other procedure that will ensure the quickest possible response time.
- C. Agency's contact representative or designee per facility will be determined after the contract is awarded. Contractor shall report and confer with the contact representative or designee prior to performing any work specified in this contract.
- D. Contractor shall compile and maintain a suitable log/diagram/chart for entering inspection, maintenance, and repair data. Said report shall remain on Agency's premises. Status reports shall be submitted to the contact representative or designee prior to performing any work specified in this contract.
- E. Contractor shall submit a time ticket and a detailed report of services, inspections, and/or repairs to the contact representative or designee prior to performing any work specified in this contract for approval.
- F. Anytime any of the equipment or systems will have to be taken off-line, Contractor must coordinate with the facility staff to determine what certain timeframe any of the equipment or systems can be turned off.
- G. Contractor must notify the Facility at least forty-eight (48) hours in advance for approval before any of the equipment or systems can be turned off. Contractor may only remove equipment from service for a period of twenty-four (24) hours or more with written permission from Agency. This is to allow the Facility enough time to prepare for the outage.
- H. Contractor must, however, obtain advanced approval from Agency prior to purchasing any part(s). If Agency feels that the price is above fair market value,

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

then they have the option of purchasing the parts and having Contractor do the installation. Agency reserves the right to competitively bid any part or labor for any repair to said systems over \$2,500.00.

- I. Contractor must provide copies of the invoice and manufacturer's warranty on parts purchased under this contract.
- J. Parts shall be procured by Contractor, but reimbursed by Agency, with the appropriate markup quoted by Contractor. All parts supplied by Contractor shall include shipping/freight charges. Shipping/freight costs will be reimbursed at a pass-through cost, no markup shall be permitted. Contractor must provide a copy of the itemized invoice and manufacturer's warranty prior to reimbursement.
- K. All correspondence, either written or electronic, responses to Agency's request must also be sent to the DCR Director of Engineering, Construction, and Maintenance. There are no exceptions.

**1.06 EXTENT OF WORK**

- A. Contractor shall provide all labor, material, tools, equipment, and supplies necessary to provide inspections, testing, maintenance, repairs, replacement parts, and installation of new equipment and all the work previously stated in section 1.01, 1.02, 1.03, 1.04, and 1.05 all-inclusive of Contractors quoted prices.

**1.07 CONDITIONS OF WORK**

- A. Permits:
  - 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.
- B. Terms Of Work:
  - 1. The open-ended contract is for a one (1) year period with the potential of four (4) one (1) year contract renewals. The Notice to Proceed will be the date specified on the encumbered contract.
- C. Security:
  - 1. Contractor must comply with all Division of Corrections and Rehabilitation Facility security requirements. This includes but is not

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

limited to security background checks of any employee of Contractor that will be working on-site on the project.

2. Contractors must submit for each individual that will be working on the jobsite the required information that is listed on the NCIC background check form. This will not be required for someone delivering items to the jobsite and then immediately leaving. Delivery drivers must stay with their vehicles.
3. All contractors and subcontractors that will be working on-site must fill out the security documents and submit to the Director of Engineering, Construction, and Maintenance via fax, 304-957-7622. Please see Exhibit C. Contractor must not fill out any of security documents and submit via their bid documents.
4. The NCIC background check is only good for one (1) year. All contractors and subcontractors must review and complete the security documents and have the NCIC background check redone every year.

D. Tools:

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.

E. Code Requirements:

1. All work must comply with the most recent codes and standards that have been adopted by the State of West Virginia.
2. All work must meet or exceed the federal, state, county, and city code requirements.
3. Building Codes: At a minimum, the Equipment and Systems Maintenance and Repairs shall comply with the current editions of the following standards and codes, but not limited to, in effect at the time of performance:

- a. National Electric Code (NEC)

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

- b. International Building Code (IBC)
- c. International Mechanical Code (IMC)
- d. Underwriters Laboratories: Products shall be UL-916-PAZX listed.
- e. ANSI/ASHRAE Standard 135-2004 (BACnet)
- f. ANSI/EIA/CEA-709.1 (LonTalk)
- g. NFPA (National Fire Protection Association)

F. Product Delivery, Storage, and Handling:

- 1. Material can be shipped directly to the Facility if it does not require to be unloaded by the Facility.
- 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.
- 3. The DCR Facility will not be liable for any short-shipped items.
- 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.
- 5. If Contractor stores the material at a location other than at this Facility, additional insurance is required to receive payment on stored materials.
- 6. Any materials, which are found to be damaged, shall be removed and replaced at Contractor's expense.

H. Damages:

- 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



ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

forces or that of an approved sub-Contractor. The repair method and finished product will be subject to the approval of the owner.

H. Cleanup:

1. Contractor shall keep the work area as clean as possible during the entire progress of work, and shall be responsible for removing 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.

I. Safety:

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.
2. The Contractor shall provide safety barriers around work areas where heavy equipment may be in operation or as required by OSHA.

J. Workmanship:

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.

K. Quality Assurance:

1. Unless otherwise noted in this specification, Contractor must strictly comply with the manufacturer's current specifications and details.

L. Warranty:

1. The contractor must provide a one (1) year on any part that is installed from the date of installation, including both parts and labor.

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

2. The contractor must provide a one (1) year on and new equipment or new complete system from the date the system becomes fully operational, including parts and labor.
3. The contractor must provide the requirements of the Manufacturer's warranty on equipment and material.

M. Invoices:

1. Invoices can be submitted with each work order or can be combined and submitted on a per monthly basis. Invoices must be submitted to the facility that the work was completed at for payment.

N. Submittals:

1. Required on all new or renovation work or as requested by Agency.

O. Facilities Access:

1. Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
  - a. Please note that Contractor will not be issued access cards and/or keys on this project.
  - b. Contractor must identify principal service personnel which will be issued access cards and/or keys to perform service.
  - c. Contractor will be responsible for controlling cards and keys and will pay a replacement fee if the cards or keys become lost or stolen.
  - d. Contractor shall notify Agency immediately of any lost, stolen, or missing card or key.
  - e. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
  - f. Contractor shall inform all staff of Agency's security protocol and procedures.

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

**1.08 PAYMENT:**

- A. Agency shall pay a single, flat rate per facility to do inspections and testing for the entire year performed under this contract. Agency shall pay a single flat hourly rate per timeframe for all services quoted by the hour and shall reimburse the Contractor for the cost of parts as set forth above. Contractor shall accept payment in accordance with the payment procedures of the State of West Virginia.

**1.09 BIDDING AND CONTRACT AWARD:**

A. Bidding and Pricing Page:

1. There is a bid form at the end of the specifications, which has the proper way this project is to be bid on. The contractor must use the bid form. Any product or service not on the agency provided pricing page will not be allowable. The State cannot accept alternate pricing pages. Failure to use Exhibit D - Pricing Page will lead to disqualification of contractor's bid.
2. Contractor must complete the Pricing Page in Exhibit D by inserting the requested information in the appropriate spaces and performing the calculations necessary to arrive at an overall cost. The requested information includes preventative maintenance; hourly labor rates for corrective maintenance, repairs, installation of replacement parts, and new installation; a percentage markup on parts from the actual price Contractor paid and the total labor cost; to all be added up to calculate the overall cost. Contractor must complete the Pricing Page in full, as failure to complete the Pricing Page in its entirety will result in Contractor's bid being disqualified.

For the parts markup percentage quote, the contractor must do the calculation correctly. Below is an example:

- a. The contractor bids five (5%) percent markup on parts. The contractor must take the estimated cost and multiply it by 1.05.

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

The pricing page contains an estimated number of labor hours and an estimated cost for parts. The estimates for labor and parts represent amounts for bid evaluation purposes only. No future use of the Contract or any individual item is guaranteed or implied.

3. Contractor must write or insert their bid info into the Pricing Page neatly and readable. If Contractor wants the Excel file to input their information on the Pricing Page, they must submit the request to the DCR Director of Engineering, Construction, and Maintenance via email.

**B. Travel:**

1. Contractor shall be responsible for all mileage, vehicle fees, and travel costs, including travel time, associated with performance of this Contract. Such costs will not be paid by Agency. Contractor's billable time will not start until signed-in at the facility. Contractor's billable time will stop once signed-out at the facility. The facility will not pay for travel time to and from the facility locations. There are no exceptions.

**C. Contract Award:**

1. The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to Contractor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Page.
2. The basis of award will be issued to the lowest bidder on the total sum of the "Overall Cost of Exhibits D" meeting specifications. The "Overall Cost" is determined by adding "Subtotal A, Subtotal B, and Subtotal C."

**1.10 PROPRIETARY WORK:**

- A. For any proprietary work on any of the equipment and systems in this contract, Contractor must contact the proprietary Contractor and have them do what proprietary work that needs to be done. Contractor will submit the proprietary Contractor's invoice with their invoice as a pass-through service, no percentage markup. Agency will pay Contractor for the proprietary Contractor's work.

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

Contractor will pay the proprietary Contractor's invoice.

**1.11 ORDERING:**

**A. Preventive maintenance ordering:**

1. After award of this Contract Agency and Contractor shall agree upon a Preventive Maintenance schedule. Agency shall then issue a release order against this Contract covering the agreed upon Preventive Maintenance to be performed.
2. The contractor must provide with every part that was installed on the Preventative Maintenance work, the detailed invoice where the contractor purchased the parts, and has the actual cost that the contractor paid for the parts. This is so that the actual cost that the contractor paid for the materials can be verified and the percentage markup can be checked. There are no exceptions.

**B. Corrective maintenance ordering:**

1. Agency shall define the scope of each Corrective Maintenance project to be performed under this Contract and submit it to Contractor for a cost quote prior to Contractor's commencement of any work. The cost quote must detail the intended scope of work required to complete the work and contain an itemized listing of time and parts that will be required. If Contractor's quote is satisfactory to Agency, then Agency will issue a release order allowing Contractor to commence work. This release order shall have a unique number, reference the master contract number, and detail the scope of work for the work in question. Issuance of the release order to Contractor shall be considered authorization to begin work. If Agency determines that the cost quote is not satisfactory, then Agency and Contractor shall work to obtain a satisfactory cost quote by modifying the work, requesting different parts, performing labor with state employees, or other methods that Agency and Contractor deem appropriate.
2. At arrival of the facility for Corrective Maintenance work, the contractor

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

staff must sign-in at the front lobby area. Upon leaving the facility, the contractor staff must sign-out at the front lobby area. The contractor staff is not permitted to falsify there actual time of arrival and leaving the facility. There are no exceptions.

3. The invoices for Corrective Maintenance work will be checked by the facility with the daily sign-in and sign-out times for accuracy. If there is/are discrepancies, the contractor must revise the invoices.
4. The initial Corrective Maintenance project cost quote is a preliminary estimated cost. After the work has been completed, the contractor must revise the bill to include the actual hours worked on the project while at the facility, the list of actual parts that were used for the project, and the percentage markup of the parts.
5. The contractor must provide with every part that was installed on the Corrective Maintenance work, the detailed invoice where the contractor purchased the parts, and has the actual cost that the contractor paid for the parts. This is so that the actual cost that the contractor paid for the materials can be verified and the percentage markup can be checked. There are no exceptions.

**1.12 REPORTS:** Contractor shall provide all of the reports as outlined below:

A. Preventive maintenance log:

1. Contractor shall provide and update a Preventive Maintenance log in the form of a chart for the equipment. The Preventive Maintenance log must include a listing of all Preventive Maintenance performed, the name of the individual performing the Preventive Maintenance, the date it was performed, and the time spent performing the Preventive Maintenance. Contractor shall also maintain a duplicate maintenance log that Contractor must submit to Agency on a monthly basis.

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

B. Corrective maintenance log:

1. Contractor shall maintain a log of all Corrective Maintenance performed under this Contract. The log must include the name of the individual performing the Corrective Maintenance, a description of the work performed, a list of any parts that were repaired or replaced, the total time spent performing the Corrective Maintenance, and the date and time Corrective Maintenance was performed. Contractor shall submit a copy of this log to Agency upon Agency's request.

C. Quarterly and annual reports:

1. Contractor shall provide quarterly reports and annual summaries to Agency when requested, with a detailed listing of Equipment and Systems Maintenance and Repairs performed under this Contract during that period of time. The quarterly and annual reports must include a listing of the hours worked per project, the cost of hours worked per project, the total of all hours worked and corresponding cost, a listing of parts utilized per project, the cost of parts utilized per project, the total parts used for the period, the cost of parts for the period, a grand total of all costs for the period, and any other information that Agency or may request.

**1.13 WEST VIRGINIA CODE §5-22-1:**

A. The contractor must comply with West Virginia Code §5-22-1.

B. Contract Value Limit:

1. In accordance with W. Va. Code § 5-22-1(b)(5), total payments under this contract will not exceed \$500,000.00. This includes all payments under the initial contract term, any renewal terms, all delivery orders, and any change orders.
2. Change orders (including renewals) and delivery orders that cause this contract to exceed \$500,000.00 will not be permitted.

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

**1.14 CONSUMER PRICE INDEX (CPI):**

- A. Thirty (30) days prior to the contract anniversary date, Contractor may request a price adjustment. Said price adjustment will be considered based on the prior year Consumer Price Index (CPI) compared to the current year CPI, or 3%, whichever is less. Agency must approve all price adjustments prior to implementation.

**1.15 CONTRACTOR DEFAULT:**

- A. The following shall be considered a Contractor default under this Contract.
1. Failure to perform Contract Services in accordance with the requirements contained herein.
  2. Failure to comply with other specifications and requirements contained herein.
  3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
  4. Failure to remedy deficient performance upon request.

**1.16 CONTRACT MANAGER:**

- A. 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. The previously specified information must be submitted prior to award of contract.

Contract Manager: Jose Moreno

Telephone Number: 304-346-0549



ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

Fax Number: 304-346-8920

Email Address: jmoreno@acstotech.com

END OF SPECIFICATIONS

ARFQ 0608 DCR2200000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

EXHIBIT A – EQUIPMENT AND SYSTEMS LIST

ARFQ 0608 DCR2200000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

The facility has the following equipment and systems and the information is listed below:

1. Ten (10) condensing units. Below is additional information on the units:
  - a. Manufacture: York
  - b. Six (6) units, model #: HIRA076S25A
  - c. Two (2) units, model #: HIRA090S25A
  - d. Two (2) units, model #: HIRA060S25A
2. Fifteen (15) rooftop units. Below is additional information on the units:
  - a. Manufacture: York
  - b. Twelve (12) units, model #: DM036N04Y2DAA1
  - c. Three (3) units, model #: DM048N06Y2DAA1
3. Nineteen (19) heating and cooling units. Below is additional information on the units:
  - a. Manufacture: Reznor
    - 1) Four (4) units, model #: RP200-8-S
    - 2) One (1) unit, model #: HRP225-8-S
    - 3) Two (2) units, model #: HRP200-8-S
    - 4) Two (2) units, model #: RP175-8-S
    - 5) One (1) unit, model #: RP225-8-S

ARFQ 0608 DCR2200000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

- b.     Manufacture: Aaon
  - 1)     One (1) unit, model #: RM-006-8-0-EA09-329
- c.     Manufacture: York
  - 1)     Three (3) units, model #: ZF102N15A2AAA5A
  - 2)     One (1) unit, model #: D4NZ060N11025A
- d.     Manufacture: Carrier
  - 1)     One (1) unit, model #: 48HJE006---541---
- e.     Manufacture: Mitsubishi
  - 1)     Three (3) units, model #: PUZA18NHA2
- 4.     Two (2) compressor units to the refrigerator and freezer units. Below is additional information on the unit:
  - a.     Manufacture: Cold Zone
  - b.     One (1) unit, model #: ORE-H08M4P-2T/AA26-87B
  - c.     One (1) unit, model #: ORE-H20L4P-2T/AE26-92B
- 5.     Four (4) domestic hot water heater units. Below is additional information on the units:
  - a.     Manufacture: Lochinvar
  - b.     Four (4) units, model #: EWN 300 PM

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

EXHIBIT B – REQUIRED PREVENTATIVE MAINTENANCE WORK SCOPE

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

**ROOFTOP HVAC UNITS:**

1. Inspect units for proper refrigerant levels. Add additional refrigerant if required.
2. Inspect, clean coils, and cabinets.
3. Inspect fans on bases for restricted drain openings. Remove any obstructions as necessary.
4. Inspect compressor and associated tubing for damages. Replace as needed.
5. Inspect fans motors and fan blades for wear and damage. Replace as needed.
6. Inspect control box associated controls, accessories, wiring, and connections for wear. Repair as necessary.
7. Inspect blower assembly.
8. Inspect combustion blower housing. Clean as necessary.
9. Inspect burner assembly. Clean and adjust.
10. Inspect heat exchanger or heating elements. Replace as necessary.
11. Inspect flue system. Proper attachment, dislocated sections, or any signs wear or damage. Repair as necessary.
12. Inspect system startup for any abnormal noises or unusual odors. Repair as necessary.
13. Inspect systems high and low side system pressure. Repair as necessary
14. Inspect gas furnace system for manifold gas pressure and adjust as needed.
15. Inspect systems for correct line and load voltage and amperage.
16. Inspect all belts and shelves. Replace as necessary.
17. Inspect all bearings and shaft. Lube as needed.

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

**HOT WATER HEATERS AND HOT WATER STORAGE TANKS**

1. Inspect pressure relief valve. Replace if necessary.
2. Inspect temperature. Set to manufactures specifications.
3. Drain, flush tank, and clean. Check all valves and refill tank.
4. Check all valves, plumbing piping, and water supply for any damages. Repair as necessary.
5. Inspect all electrical connections. Replace or repair as needed.
6. Inspect all gas connections and plumbing. Replace or repair as needed.

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

**HIGH LOW WATER MANIFOLD SYSTEMS AND MIXING VALVES:**

1. Inspect all plumbing and fixtures for leaks and proper flow.
2. Inspect temperatures. Set to manufactures specifications.
3. Inspect controls knobs or levers working properly.



ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

**VENT FANS:**

1. Visual inspection. Operating and safety system in place.
2. Inspect all bolts and hold downs for damages or wear. Replace or adjust.
3. Inspect dampers for proper closure.
4. Inspect actuators and linkage. Clean and adjust.
5. Lubricate actuators and linkage controls.
6. Inspect fans blades. Clean, replace, or repair.
7. Inspect air flow. Check for duct damage.
8. Inspect filters. Replace or clean as needed.

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

**BOILERS:**

1. Inspect water levels. Check all plumbing for leaks. Replace or repair as needed.
2. Inspect flush unit. Clean and add proper chemicals.
3. Inspect all gages to make sure working properly. Place as necessary.
4. Inspect pressures. Adjust to manufactures specifications.
5. Inspect gas line pipes for leaks. Replace or repair if necessary.
6. Inspect all shutoff valves for proper flow and opening/closing.
7. Inspect temperature for improper designed range.
8. Inspect vent termination for any obstruction or blockage.
9. Inspect combustion air for blockage. Adjust as necessary.
10. Inspect relief valves for proper manufacture settings.
11. Inspect burner flame. Check if looks different and adjust gas flow to proper settings.
12. Inspect low water cutoff switch and make sure working properly.
13. Inspect heat exchanger. Clean or replace as needed.
14. Inspect ignitors. Replace or adjust as needed.
15. Inspect burner assembly. Clean or replace as needed.
16. Inspect all controls. Check and set to manufactures specifications.

ARFQ 0608 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY – BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL (MCC&J))

---

EXHIBIT C – SECURITY DOCUMENTS



**DAVID L. KELLY**  
**COMMISSIONER**

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



**DOUGLAS P. BUFFINGTON, II**  
**ACTING CABINET SECRETARY**

Engineering, Construction, and Maintenance  
1409 Greenbrier Street  
Charleston, WV 25311  
304-549-1050 Telephone  
304-957-7622 Fax

To: Effected Design Firms, Contractors, and Subcontractors

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

Date: June 16, 2025

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 is not limited to the following:
1. Before work each day at the job site, everyone from the design firms, contractors, and subcontractors will be required to sign-in. After work each day at the job site, 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 it 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) hours of 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, 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 to 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 is not limited to the following:

1. Itemized list of all tools being brought to the jobsite. This includes but is 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 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 set up in an approved designed area outside the perimeter security fence.

D. Damages:

1. Any damage 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 removing 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 are 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.
2. The NCIC background check is only good for one (1) year. All contractors and subcontractors must review and complete the security documents and have the NCIC background check redone every year.

I. Prison Rape Elimination Act (PREA):

1. Each individual that works for 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 fails 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**



**DAVID L. KELLY**  
**COMMISSIONER**

**DOUGLAS P. BUFFINGTON, II**  
**ACTING CABINET SECRETARY**

Engineering, Construction, and Maintenance  
1409 Greenbrier Street  
Charleston, WV 25311  
304-549-1050 Telephone  
304-957-7622 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 June 16, 2025. 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: \_\_\_\_\_



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



**DAVID L. KELLY**  
**COMMISSIONER**

**DOUGLAS P. BUFFINGTON, II**  
**ACTING CABINET SECRETARY**

Engineering, Construction, and Maintenance  
1409 Greenbrier Street  
Charleston, WV 25311  
304-549-1050 Telephone  
304-957-7622 Fax

**NCIC SECURITY BACKGROUND CHECK INFORMATION**

**Date:** \_\_\_\_\_ **Reason for Request:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
Last First Full Middle

**Maiden Name: (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_

**Country of Citizenship:** \_\_\_\_\_ **City** **State**

**Social Security Number:** \_\_\_\_\_ - -

**Gender:** **Male** \_\_\_\_\_ **Female** \_\_\_\_\_ **Driver's License Number** \_\_\_\_\_

**Race:** \_\_\_\_\_ **Height:** \_\_\_\_\_ **Eye Color:** \_\_\_\_\_

**Weight:** \_\_\_\_\_ **Hair Color:** \_\_\_\_\_

*I agree to allow the Division of Corrections and Rehabilitation to conduct a criminal background check. I allow the Division of Corrections and Rehabilitation and its employees of any and all liabilities and damages that may result for me as a result of the investigation. I agree to abide by all the rules and regulations of the institution.*

\_\_\_\_\_  
*Signature*

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



**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 PREA 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 PREA Compliance by calling 304-558-2036, emailing [DCRPrea@wv.gov](mailto: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 PREA 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 DCR2600000035  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY, BUILDING NO. 2  
(MARTINSBURG CORRECTIONAL CENTER AND JAIL)

---

EXHIBIT D – PRICING PAGE