



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DNR80214

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**BUTCH CHITTUM
 304-558-8806**

VENDOR
 *507151905 412-281-2313
TRIPP UMBACH INC
429 FIRST AVE 8TH FLR

PITTSBURGH PA 15219

SHIP TO
**DIVISION OF NATURAL RESOURCES
 PARKS & RECREATION SECTION
 BUILDING 3, ROOM 719
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0662 304-558-2775**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/29/2007				

BID OPENING DATE: **06/13/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UQP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		961-34		
<p>FINANCIAL FEASIBILITY STUDY FOR LODGE EXPANSION</p> <p>PROFESSIONAL SERVICES PURSUANT TO DEVELOPING A FUNDING PLAN TO CONSTRUCT A 100 ROOM LODGE EXPANSION AT CACAPON RESORT STATE PARK PER THE ATTACHED SPECIFICATIONS.</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 90 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p><input type="checkbox"/> BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p><input type="checkbox"/> BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-</p>						

RECEIVED
 2007 JUN -6 A 9 26
 PURCHASING DIVISION
 STATE OF WV
research@stgva

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *Amey M. Smi* TELEPHONE **412-281-2313** DATE **6/14/07**

TITLE *Research Assoc.* FEIN **26-0013128** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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<p>QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>(<input checked="" type="checkbox"/>) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *Cheryl M. Sci* TELEPHONE **412-281-2313** DATE **6/4/07**
 TITLE *Research Assoc.* FEIN **26-0013128** ADDRESS CHANGES TO BE NOTED ABOVE

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<p>SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p style="text-align: right;">BIDDER: <i>[Signature]</i> - Tripp Umbach, Inc.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	412-281-2313	6/4/07
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Research Assoc.	26-0013128	

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<p>DATE: <u>6.4.07</u></p> <p>SIGNED: <u>[Signature]</u></p> <p>TITLE: <u>VP, Finance</u></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: BUTCH CHITTUM 44</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <u>Cheryl M. Sin</u>	TELEPHONE <u>412-281-2313</u>	DATE <u>6/14/07</u>
TITLE <u>Research Assoc.</u>	FEIN <u>26-0013128</u>	ADDRESS CHANGES TO BE NOTED ABOVE

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				DNR80214		
				BID OPENING DATE:		06/13/2007
				BID OPENING TIME:		1:30 P.M.
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 412-281-9143						
CONTACT PERSON (PLEASE PRINT CLEARLY): Amy Smith						
***** THIS IS THE END OF RFQ DNR80214 ***** TOTAL: _____						

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SIGNATURE <i>Amy M. Sni</i>	TELEPHONE 412-281-2313	DATE 6/14/07
TITLE Research Assoc.	FEIN 26-0013128	ADDRESS CHANGES TO BE NOTED ABOVE

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Quotation Prepared For:

Mr. Stephen DeBarr, P.E.
Chief Engineer
Parks and Recreation Section of the
Division of Natural Resources
Capital Complex, Building 3, Room 719
1900 Kanawha Boulevard, East
Charleston, WV 25305-0062

Market Feasibility Study for 100 Room Addition at Cacapon Resort

April 30, 2007


TrippUmbach
research ■ strategy ■ impact

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STATE OF WV

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I. PROJECT OBJECTIVES

Local area and region analysis-compile data to analyze the economic climate in the local area and draw conclusions regarding the suitability of the local area to support an additional resort lodging facilities

1. analyze local area growth trends in population, demographics, employment, income, residential and commercial construction, highway construction
2. analyze local area growth trends in new business development
3. analyze local municipal and county government revenue generated from business and occupation tax
4. analyze local area major public and private facilities including schools, hospitals, manufacturing, transportation, government
5. analyze local area travel and visitor traffic
6. analyze local area points of natural and historic interest
7. assess the location of the proposed lodging with respect to its location within the local area and region

Lodging market (supply and demand) analysis-compile data necessary to assess the present demand for guest rooms and other hotel, resort, and restaurant related services and assess future growth rates for applicable market segments

1. identify other similar types of lodging facilities located within the local area and region
2. determine future growth and expansion plans of similar types of lodging facilities within the local area and region
3. identify the type of market segments to be targeted ie business convention and seminar, other groups, travelers, vacation and tourists, local
4. identify the present market and growth trends of each market segment
5. estimate the growth potential of each market segment based on growth trends
6. determine the occupancy of existing similar types of lodging facilities located within the local area and region and the ratio of each market segment as a portion of the total occupancy
7. analyze the booking and occupancy history of the existing park lodge and determine the ratio of each market segment as a portion of the total occupancy
8. analyze the history of bookings lost at the existing park lodge and assess the reason for lost bookings i.e. full house, existing facilities too small to accommodate group
9. estimate total demand for lodging in local area and estimate the proportion of total for each market segment
10. estimate the fair market share for the proposed resort lodging facility
11. analyze the affect on fair market share for each market segment regarding sensitivity due to pricing, weekends vs. weekday, seasonality, growth rates, market penetration, inflation

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PURCHASING DIVISION
STATE OF PA

Financial analysis (pro-forma)-estimate revenue and expenses from operation and maintenance over a stipulated time period to show potential cash flow

1. estimate revenue based on fair market share generated by sales from each profit center i.e. guest rooms, food and beverage, conference room rental, gift shop, massage center, other
2. estimate maintenance and operation expenses i.e. labor and supplies for management, administration, housekeeping, security, maintenance, operation, food and beverage, custodial, spa and message, pool, building and grounds, advertising, other
3. based on estimate of construction, FFE, and pre-opening costs (prepared by others under a separate architectural/ engineering contract), estimate annual debt service expense for money financed for a given interest rate
4. prepare forecast of annual net operating income over stipulated time period and calculate ratio of revenue generated/expenses (debt service ratio)

II. WORK PLAN

a. Initial Project Planning Meeting (on-site at Cacapon Resort)

Tripp Umbach will conduct a project planning meeting with representatives from West Virginia Parks and Recreation, Cacapon Resort State Park, the park's concessionaire, and other appropriate parties. The purpose of the meeting will be to finalize the objectives of the research, discuss data collection requirements, project timetable, and final deliverables.

The meeting will also provide Tripp Umbach with the opportunity to tour present facilities, the park and the region. Tripp Umbach representatives will also make contact with and meet with representatives from local tourism and economic development agencies.

b. Data Collection

Tripp Umbach will collect existing market and economic data and conduct market analysis based related to market demographics, lodging demand, supply of lodging and all other data required to meet the project objectives above. Tripp Umbach will gather such data from primary surveys of lodging facilities, interviews in the region and from existing sources, public and private databases, as well local and regional planning commissions and economic development agencies.

c. Key Informant Interviews

Tripp Umbach will conduct a series of key informant interviews in the region with representatives from the West Virginia Parks and Recreation

section, the resort concessionaire, investment community, economic development leaders, representatives from local, regional and state tourism and economic development organizations.

d. Project Reporting

Tripp Umbach will submit the following reports to the West Virginia Division of Natural Resources, Parks and Recreation Section:

- i. Interim Progress Report within 45 days after authorization.
- ii. Final Report in Microsoft format within 90 days after authorization.

III. PROJECT FEES & EXPENSES

Tripp Umbach's fee for performance of the research outlined in this proposal will equal **\$24,500**.

Project Expenses

All project related expenses for this project are included in this research fee.

TRIPP UMBACH QUALIFICATIONS

Since its founding in 1990, Tripp Umbach has earned a highly regarded reputation as a leading provider of economic development research, strategic planning, feasibility studies and comprehensive market research. Economic development and feasibility assignments, especially in the area of tourism development, have always been a core component of Tripp Umbach's professional work. The firm has built a client base that comprises international government-sponsored development agencies, state governments, regions, counties, communities and foundations. For these clients, we have performed a full range of services including concept development, economic planning and revitalization projects, strategic market planning, comprehensive financial feasibility projects, economic impact analyses, market studies and general marketing research.

Tripp Umbach has experience conducting various research and strategic planning assignments in West Virginia. Our clients include Tamarack, the City of Parkersburg, the City of Fairmont, the City of Elkins, Mountain State Forest Festival, Woodchoppers Village, Mercer County, West Virginia University, and the State of West Virginia.

RELEVANT PROJECT EXPERIENCE

Tripp Umbach comes with broad experience in lodging concept development and feasibility assessment. Our firm has considerable experience working in rural areas, especially those adjacent to or in a state park. Some examples include:

- **Pipestem Resort & State Park Lodge & Cabin Expansion Study** – For the West Virginia DNR Parks and Recreation Department. Feasibility and economic impact study performed for the State of West Virginia.
- **Elkins Railyard Redevelopment Project** – For the Randolph County Development Authority. Examining financial and market feasibility for a mixed use, national forest focused development. Includes a hotel and conference center, on a multi-acre ex-railyard site in central Elkins, WV.
- **Parkersburg Downtown Redevelopment Plan** – For the City of Parkersburg, WV. Evaluating market needs and feasibility for hotel, retail, convention center and park facilities.
- **West Virginia Turnpike (Tamarack)** – Market Feasibility study for the expansion of Tamarack, including lodging, retail, and service opportunities.
- **Webster Springs Lumber Heritage Park and Lodge** – Feasibility of a unique themed lodging and event attraction in the heart of West Virginia's timber country.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

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

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "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 or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

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

LICENSING: Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY: The vendor agrees that he or she 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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: Tripp Umbach, Inc.

Authorized Signature: [Signature] VP Finance Date: 6/4/07