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# Architectural/Engineering Services

For

## Department of Health & Human Resources

**William R. Sharpe Jr. Hospital**  
**New Patient Care Unit**  
**Weston, West Virginia**

Expression of Interest  
RFQ: WSH12067

RECEIVED  
2011 OCT 26 PM 1:23  
WV PURCHASING  
DIVISION





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October 25, 2011

Ms. Roberta Wagner – File 22  
Department of Administration  
Purchasing Division  
2019 Washington Street East - Building 15  
Charleston, WV 25305-0130

Re: Architectural/Engineering Services for RFQ: WSH12067  
Department of Health & Human Resources  
William R. Sharpe Jr. Hospital New Patient Care Unit

Dear Ms. Wagner:

**Blackwood Associates, Inc. (BAI)** and **MSES Consultants, Inc. (MSES)** are pleased to submit this expression of interest in providing professional services for the New Patient Care Unit to be located at William R. Sharpe Jr. Hospital located in Weston, West Virginia.

**Blackwood Associates, Inc.** is an Architectural and Planning firm located in Fairmont, WV and would provide all project planning and design. **MSES Consultants, Inc.**, is an Engineering firm located in Clarksburg and Huntington, West Virginia, providing all engineering disciplines. The two firms have merged operations to become the largest full service architectural/engineering provider in West Virginia.

The **BAI/MSES** firm offers a combined professional staff of over 90 people, with registered architects, engineers, LEED accredited professionals, scientists, technicians and support personnel. **BAI/MSES** is a single source that can provide the professional disciplines required for projects of this nature. Professional services will be managed and performed by full-time, in-house personnel out of the Fairmont, Clarksburg and Huntington offices.

The **BAI/MSES** firm practice is based upon the philosophy of comprehensive service, providing our clients with a single point of responsibility. We believe that the building sciences of architecture and engineering cannot be separated. By bringing architecture, interior design, engineering, environmental, and management services together in a single firm, we ensure efficient and effective service. Another advantage to an Owner is **BAI/MSES's** extensive experience in site selection and evaluation of existing buildings, especially where environmental issues may be a potential concern.





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**BAI/MSES** is your provider of the total array of professional services including LEED, environmental and hygienist services where needed. Another advantage to our firm, **BAI/MSES** develops websites for every project as a part of basic services. Websites are used during various phases of project development, and can be secured as necessary, making Owner document review much more efficient. This technology has also been proven to increase the interest of contractors and suppliers during bidding. If requested, during construction we add site progress photographs and panoramas for Owner access and review from their offices.

**BAI** and **MSES** are West Virginia firms with a combined 81 years of providing architecture and engineering services to agencies throughout West Virginia. Our 18 years of successful practice as a team is the direct result of our ability to provide all professional disciplines necessary for any governmental project.

We can assure a work force of sufficient size and knowledge of project needs at Sharpe Hospital to meet the time constraints of this project. We look forward to having the opportunity to present our qualifications and approach on a personal basis. Thank you for your consideration.

Sincerely,

BLACKWOOD ASSOCIATES, INC.  
ARCHITECTS AND PLANNERS

JAMES K. BLACKWOOD, AIA  
PRINCIPAL

**Blackwood Associates, Inc.**

Architects and Planners  
611 East Park Avenue  
Fairmont, WV 26554  
304-366-1580 304-366-1537 fax  
jim@wvarchitects.com  
<http://www.wvarchitects.com>

**MSES Consultants, Inc.**

Engineers and Environmental  
609 West Main Street  
Clarksburg, WV 26302  
304-624-9700 304-622-0981 fax  
<http://www.msesinc.com>





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## About the Firm

The **Blackwood Associates, Inc. (BAI)** and **MSES Consultants, Inc. (MSES)** mission is to provide full professional service necessary to assure successful completion of a project. Our practice is based upon the philosophy of comprehensive service, providing our clients with a single point of responsibility. By bringing architecture, interior design and engineering together into a single firm, we ensure efficient and effective service.

The firm maintains a staff of highly trained and experienced personnel, including all of the technical disciplines necessary for the new Patient Care Unit at William R. Sharpe Jr. Hospital project. Our personnel demonstrate the education and experience required for this project. We can accommodate any timetable for programming through completion of construction documents and our combined force of specialized professionals would allow **BAI/MSES** to begin a full range of services immediately for this project. **BAI/MSES** have extensive experience in the design of government and medical facilities of every type.

## Blackwood Associates, Inc.

**Blackwood Associates, Inc.** was originally established as a West Virginia Corporation in 1959. The firm was incorporated as L.D. Schmidt & Son, Architects and Engineers, under the direction of the late Louis D. Schmidt. In 1967, James Blackwood joined the firm as an intern architect and project designer. In 1972, James Blackwood became vice-president of L.D. Schmidt & Son and then assumed the presidency of the Corporation in 1975. In 1981, the Corporate name was changed to Blackwood Associates, Inc. Architects and Planners, to reflect the practice ownership.



Jackie Withrow Hospital (formerly Pinecrest Hospital)  
Beckley, WV





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## Blackwood Associates, Inc.

Since that time, the firm has maintained leadership in the design of state-of-the-art governmental, educational, medical, residential, recreational, commercial and historical adaptive reuse facilities. **BAI** has successfully completed over 600 projects with a construction value in excess of \$600 million in the last 20 years.

**BAI/MSES** is familiar with all aspects of new construction, renovation, build-out design, life safety codes, BOCA codes, and Federal and State codes and ordinances applicable for the proposed project. In addition, we maintain LEED accredited professionals in multiple disciplines to meet quality and performance standards. The benefits of this experience and diligence are perhaps most effectively demonstrated by our large number of long term clients and continued successful practice in West Virginia.

**BAI/MSES** maintains an in-house staff of professionals whose expertise covers all aspects of architecture, planning and engineering practice. We recognize the importance of computers for complete and efficient project organization, communication and document management. All word processing, design, drafting, building analysis, virtual reality, and websites are developed by the firm using cutting edge technology. This same technology allows **BAI/MSES** to provide an Owner with project work product in a usable format at project completion.

We strongly adhere to the American Institute of Architects Code of Professional Conduct. We serve our clients competently and in a professional manner, and exercise unprejudicial and unbiased judgment on their behalf.

**BAI/MSES** have never had a project go uncompleted as a result of inadequate staffing, inability to meet Owner requirements or failure to meet established time frames. This commitment of professionalism applies to every project and client.



Pinecrest Hospital TB-Unit  
Beckley, WV





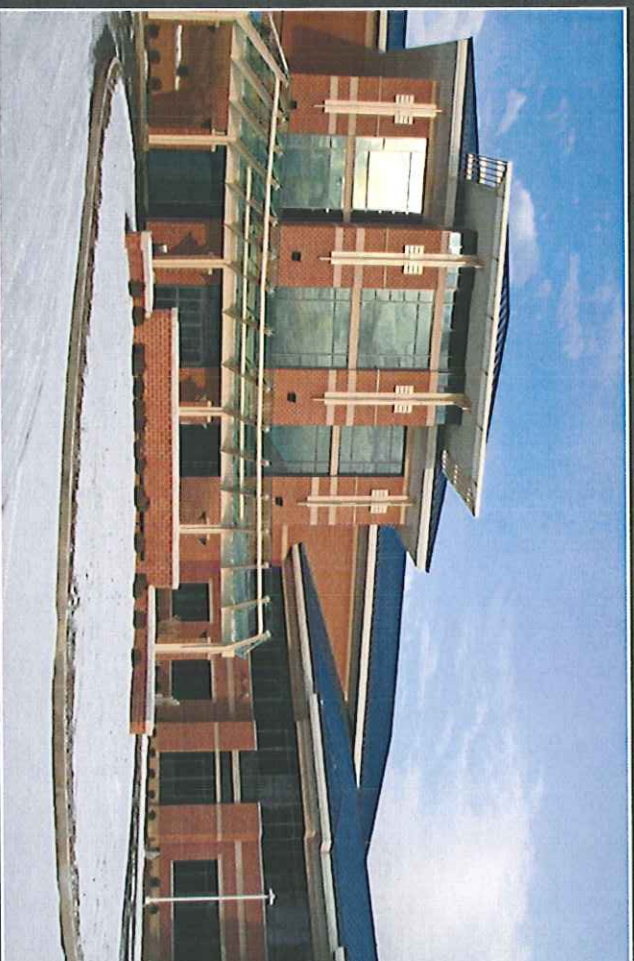
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## MSES Consultants, Inc.

MSES Consultants, Inc. is a multi-disciplinary engineering, architectural support, environmental, planning, and project management firm, headquartered in Clarksburg, West Virginia. We have amassed 35 years of successful project experience, serving private and public clients since our initial founding as a small, 3-person environmental consulting firm in 1976. MSES expanded rapidly to become a provider of total engineering and environmental services by the year 1978, and we have seen our ranks swell, with a current professional staff of 70, including 12 registered engineers, 2 Certified Industrial Hygienists, 4 asbestos inspectors, 4 asbestos air clearance monitors, 1 lead based paint risk assessor, 6 professional land surveyors, and a diverse roster of professionals, scientists, and support personnel.

MSES personnel have completed more than 10,000 assignments to date. We have been heavily focused on building construction, renovations, and project management since our founding in 1976. Many of our projects have involved site selection studies, designs (HVAC, plumbing, electrical, civil, structural, mechanical, lighting, fire systems, security, and telecommunications), inspections, geotechnical investigations, assessments and reviews, environmental sampling and analysis, property evaluations and appraisals, and project management services throughout West Virginia and surrounding states. MSES also has the ability to address environmental issues that may occur during construction.



WV Veterans 120 Bed Nursing Facility  
Clarksburg, WV





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**LEED Accredited Professionals**

**BAI/MSES** is proud to be a member of the United States Green Building Council and for many years has incorporated a broadening spectrum of sustainable design strategies as part of our standard operations. Green building practices can greatly reduce the negative environmental impact of the construction process, and green design can provide more "livable" buildings with healthier, more productive environments and lower building maintenance and operating costs. Achieving a LEED certification for a structure is an involved process that requires professional assistance, and proper planning is essential from the very beginning of a project. With two LEED Accredited Professionals and one LEED Green Associate on staff, consideration of the Leadership in Energy and Environmental Design philosophy is integral to our design and planning process. Our LEED APs are experienced in architectural and mechanical design and construction and are proponents of incorporating the green design philosophy into real world building projects.



## **THINK GREEN**

### **BAI/MSES LEED Capabilities**

#### **PROJECT PLANNING & DESIGN**



**Kenton Blackwood, LEED AP**  
Associate AIA  
Vice President - BAI



**Stacey Bowers, LEED Green Associate**  
Associate AIA  
Architect in Training - BAI



**Dave Skeen, PE, LEED AP**  
Project Manager - MSES

#### **MECHANICAL ENGINEERING/HVAC**

**Blackwood Associates, Inc. & MSES Consultants, Inc.**  
The Largest Full Service Professional Architectural Engineering Firm in West Virginia





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## Disciplines

- Architectural
- Civil Engineering
- Structural Engineering
- Electrical Engineering
- Mechanical Engineering
- Chemical Engineering
- Urban/Regional Planning
- Mining Engineering
- Landscape Architecture
- Geologists
- Sanitary Engineering
- LEED Professionals
- Soils Engineering
- Surveyors
- Transportation Engineering
- NACE Corrosion Engineering
- Environmental Science Engineering
- Hydrologists
- Ecologists
- Economists
- Construction Inspectors
- CAD Technicians
- Certified Safety Professionals
- Virtual Reality & Web Designers





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## Professional Education

BAI/MSES employ a professional staff of full-time professionals with experience in numerous disciplines.

BAI/MSES professionals are supported by the latest computers and computer software, electronic and satellite survey, computer-aided drafting and design, in field data collectors, and our in-house graphic, web development and reproduction center.

Category	Number of Employees	Education		
		Associate Degrees	Bachelor Degrees	Advanced Degrees
Administrative	6	2	3	—
Architect	2	—	2	—
Architect-In-Training	2	—	2	—
Chemical Engineer	1	—	1	1
Chemist	1	—	1	—
Civil Engineer	3	—	3	—
Resident Construction Engineer	2	1	1	—
CAD/Design Draftsman	2	—	2	—
CAD/Drafter	5	3	1	—
Environmental Geographer (GIS)	1	—	1	—
Ecologist	1	—	1	1
Meteorologist	1	—	1	—
Electrical Engineer	3	—	3	—
Geologist	1	—	1	—
Hydrologist	1	—	1	1
Landscape Architect	1	—	1	—
Environmental Engineer	2	—	2	1
Mechanical Engineer	2	—	2	—
Mining Engineer	2	—	2	1
Industrial Engineer	1	—	1	—
Sanitary Engineer	2	—	2	—
Soil Engineer	2	—	2	—
Transportation Engineer	1	—	1	—
Certified Industrial Hygienist	2	—	2	—
Certified Safety Professionals	2	—	2	—
Safety Engineer	1	—	1	1
Land and Right-Of-Way Agents	3	—	3	—
Paralegal	2	—	2	—
Surveyors	2	4	2	—
Economist	6	—	2	1
Biologist	1	—	1	2
Botanist	2	—	1	1
Engineering Technicians	1	3	1	—
Survey Support	4	4	—	—
Certified Web Designer	11	—	—	—
	1	—	1	—





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Provided is a listing, by state, of the professional disciplines and type of registration per each state or national registry:

**NACE Certified**  
Corrosion Technician  
Sr. Corrosion Technologist





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## References

WV Division of Veterans Affairs  
West Virginia State Veterans Cemetery, Institute, WV  
Contact: **Mr. Keith Gwinn**, Director  
1321 Plaza East – Suite 109 - Charleston, WV  
1-304-558-3661 or [www.etaff@aol.com](mailto:www.etaff@aol.com)

State of West Virginia  
Division of Veterans Affairs  
West Virginia Veterans Nursing Facility, Clarksburg, WV (VA)  
Contact: **Mr. Kevin Criccard**, Director  
1-304-626-1600 or [kevin.b.criccard@wv.gov](mailto:kevin.b.criccard@wv.gov)

Marion County Board of Education  
Planning of Multiple Projects, CEFP  
Contact: **Mr. Gary Price**, Superintendent  
1-304-367-2107 or [gprice@access.k12.wv.us](mailto:gprice@access.k12.wv.us)

Randolph County Board of Education  
Planning of Multiple Projects, CEFP  
Contact: **Dr. James Phares**, Superintendent  
1-304-636-9150 ext. 152 or [jphares@access.k12.wv.us](mailto:jphares@access.k12.wv.us)

Human Resource Development Foundation, Inc.  
Planning of Multiple Projects including major renovations  
Contact: **Mr. Kenny Purdue**, President - WV AFL-CIO  
1-304-344-3557 or [kpurdue@wvafcio.org](mailto:kpurdue@wvafcio.org)

Mineral County Board of Education  
Planning of Multiple Projects  
Contact: **Mr. Steve Peer**, Assistant Superintendent-Finance  
1-304-788-4200 or [gpeer@access.k12.wv.us](mailto:gpeer@access.k12.wv.us)





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## Key Personnel

All of the following key professional staff members will be assigned to work on the project. Their specific percentage of time devoted to the contract will vary according to specific project needs.

### ARCHITECTURAL

#### Administrative • Architectural Design

- Jim Blackwood, AIA, NCARB – Project Principal
- Jeff Wise – Managing Director - BA/MSES

#### Architectural Team • Code Compliance • LEED

- Pam Wean, AIA – Project Architect
- Stacey Bowers, Assoc. AIA, LEED Green Assoc. – Project Designer
- Nate Zirkle, Assoc. AIA – Designer
- Kenton Blackwood, LEEDAP, Assoc. AIA – Vice President

### ENGINEERING

#### Administrative

- Larry Rine – Principal and Quality Assurance

#### Environmental

- John Keeling, PE, WV, CIH, CSP, QEP

#### Civil • Site Engineering

- Rod Kidd, BSCE

#### Mechanical Engineering • HVAC

- Dave Skeen, PE, LEEDAP

#### Electrical Engineering

- Jeff Pauley, PE, PS





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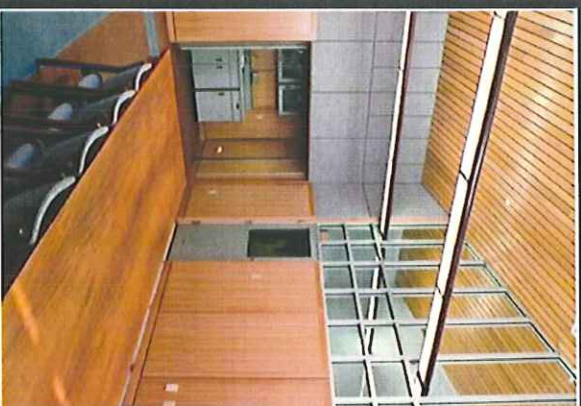
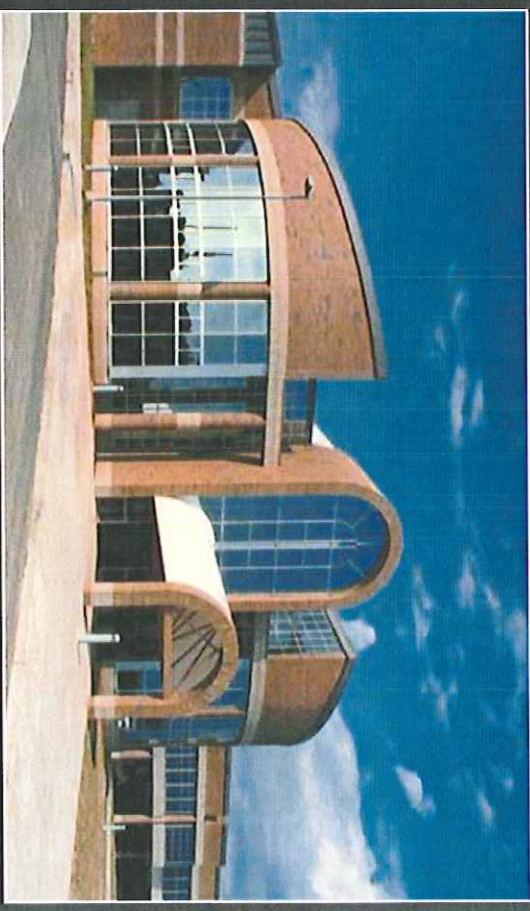
## DHHR Project

### **William R. Sharpe, Jr. Hospital** Weston, WV

Designed for West Virginia Department of Health and Human Resources. The completed 50-acre development sits atop a hilly site formerly farmed by the W.V. Dept. of Agriculture, 10 minutes from the original hospital it replaced. After its design inception, the vision of a first-rate psychiatric treatment facility for West Virginia was finally completed. The project includes 25,000 square feet of office and office related support space in its 215,000 total square footage with a total cost of \$30,000,000.00.

#### **PROJECT INFORMATION**

150 Bed Psychiatric Hospital  
Number of Floors: Two  
Completed: June 1994  
Location: Lewis County, West Virginia







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## DHHR Project

### Department of Health and Human Resources Three Year Agreement for A/E Services

Blackwood Associates, Inc./ MSES Consultants, Inc. is working with the State of West Virginia Department of Health and Human Resources to provide architectural/ engineering services for seven hospital facilities throughout West Virginia. Project basic services are determined after facility assessments.

All projects require review by the State Fire Marshal, OHFLAC and WWHCA.

#### TYPICAL PROJECTS INCLUDE:

- Construction of a 5 Bed TB Unit at **Pinecrest Hospital** in Beckley (completed)
- Major Exterior Upgrades at **Hopemont Hospital** in Preston County (completed)
- Chiller Replacement at **Mildred Mitchell-Bateman Hospital** in Huntington (completed)
- Fire Alarm and Nurse Call Replacement at **Pinecrest Hospital** (completed)
- Water Tank investigation at **William R. Sharpe Hospital** in Weston (completed)







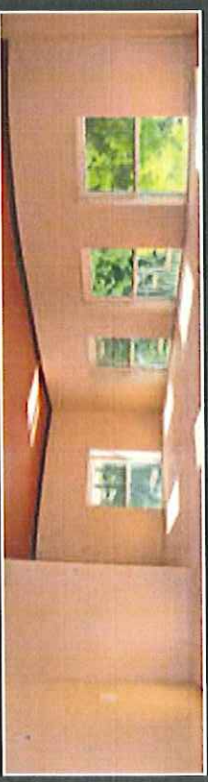
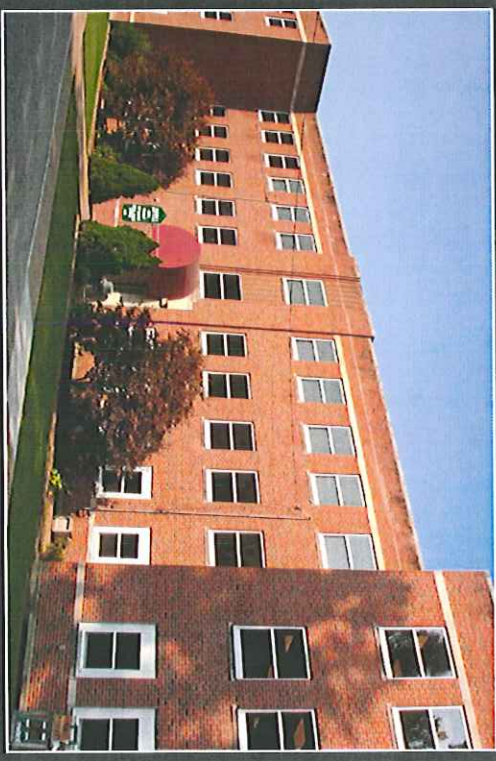
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## DHHR Project

### **Renovations to Mildred Mitchell-Bateman Hospital Huntington, WV**

Blackwood Associates, Inc./MSES Consultants, Inc. was selected by the State of West Virginia Department of Health and Human Resources to provide architectural/ engineering services for Renovations to the Mildred Mitchell-Bateman Hospital in Huntington, West Virginia. BAI assisted the Hospital in preparation of a Certificate of Need in accordance with State of West Virginia Health Care Authority requirements.



#### **WORK INCLUDED:**

Renovations for a new 35 Bed Patient Unit to Building 2 cost \$4,579,500.00. This new unit was being constructed in existing space that was previously gutted.

Work included renovation of approx. 20,000 sq. ft., window replacement, elevator replacement, & health/safety upgrades.

Office of Health Facility Licensure and Certification review and approval was required.





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## DHHR Project

### William R. Sharpe, Jr. Hospital Transitional Facility Weston, West Virginia

Blackwood Associates, Inc./MSES Consultants, Inc. were selected by the State of West Virginia Department of Health and Human Resources to provide architectural/ engineering services for the new William R. Sharpe, Jr. Hospital Transitional Facility. The step-down unit is on the Sharpe Hospital campus and provides a facility where residents can transition to return to a normal life.

The project consisted of construction of a 7,850 sq. ft. single-story structure located away from the main Hospital. The project included two single-story accessory storage structures. DHHR Office of Health Facility Licensure and Certification oversight was required.







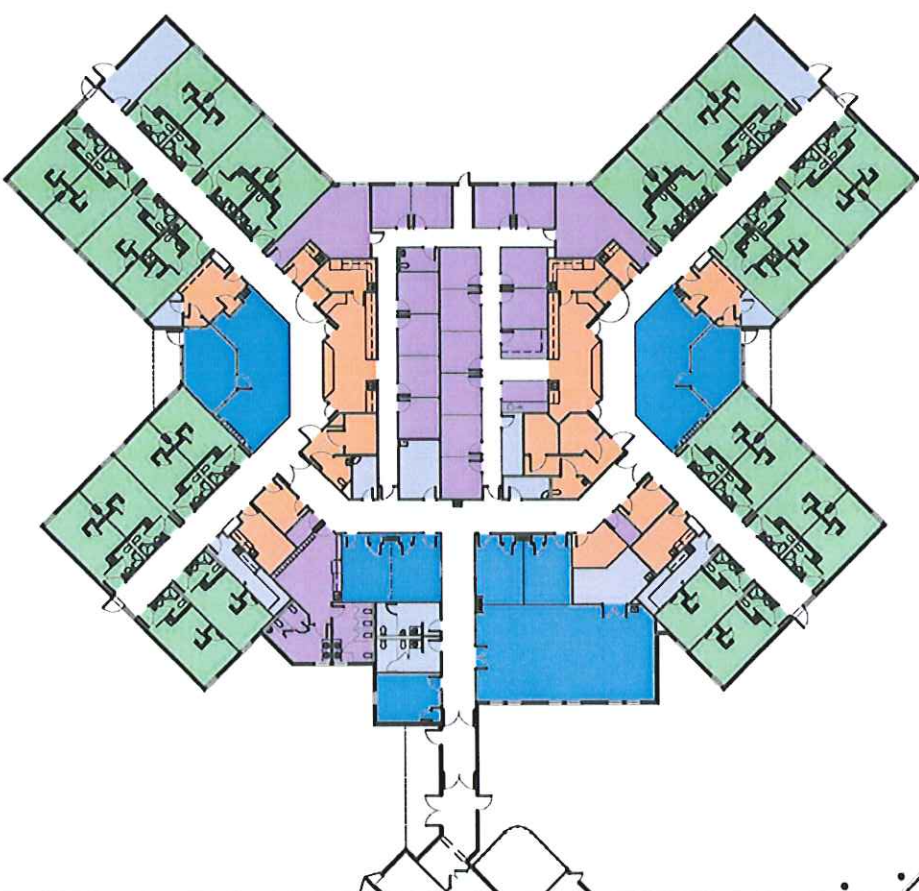
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## DHHR Project

### **William R. Sharpe, Jr. Hospital** **New 50 Bed Patient Unit** Weston, West Virginia

**Blackwood Associates, Inc./MSES Consultants, Inc.** were selected by the State of West Virginia Department of Health and Human Resources to provide architectural/ engineering services for the new 50 Bed Forensic Patient Unit at William R. Sharpe, Jr. Hospital in Weston, WV. The Facility was designed with separate pods and outdoor spaces to allow the Owner complete flexibility. The on-grade addition would provide a secure entrance for receiving adjudicated patients. The  $\pm$  25,000 SF project has been designed and is ready for development of construction documents.



■ Patient Rooms  
■ Patient Services  
■ Patient Activity Spaces  
■ Staff Offices and Services  
■ Building Services



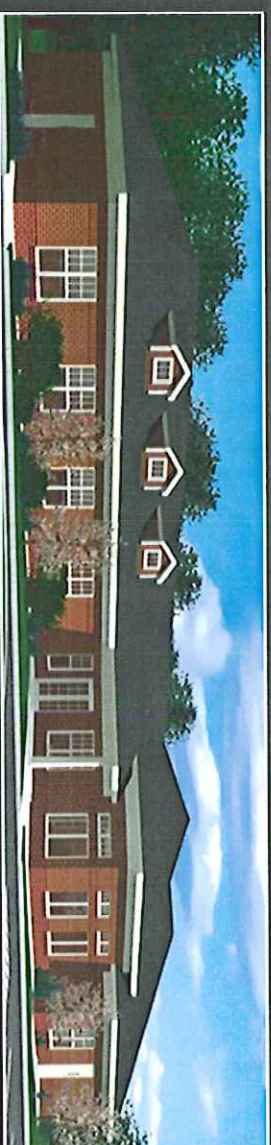


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## DHHR Project

### New Co-Occurring Facility at Jackie Withrow Hospital Beckley, West Virginia



Blackwood Associates, Inc./MSES Consultants, Inc. were selected by the State of West Virginia Department of Health and Human Resources to provide architectural/ engineering services for the new Co-Occurring Facility at Jackie Withrow Hospital in Beckley, WV.

Work includes site preparation and construction of a 8,300 SF 16-bed group home with slab on grade, wood stud and brick walls and wood truss roof. The project is under construction and is scheduled for completion in December of this year.





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**Additional Experience**

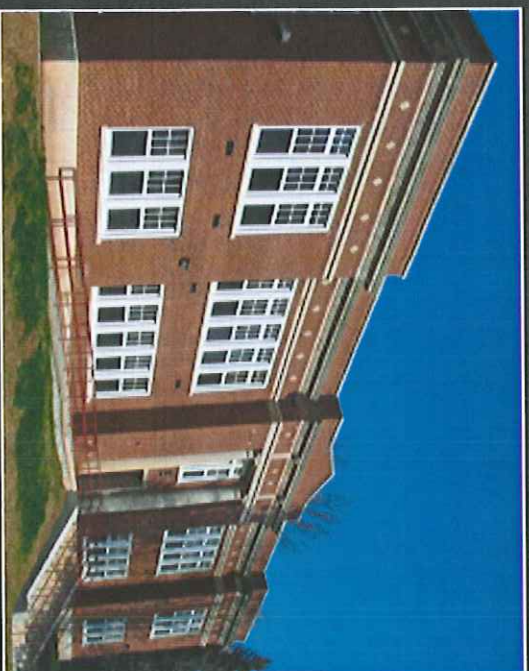
## **Johnston School Renovations** **Industrial, West Virginia** State of West Virginia

Blackwood Associates, Inc./MSES Consultants, Inc. were selected by the WV Division of Juvenile Services to evaluate and develop construction documents for renovations to an old school building located on the grounds of the WV Industrial Home for Youth in Industrial, WV. The purpose of the study was to determine the feasibility of renovating the structure to again serve as an educational facility.

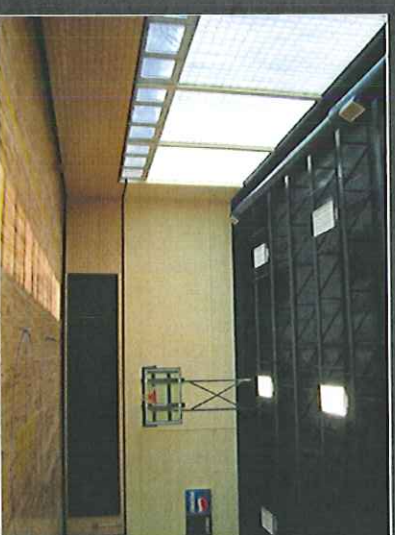
The final BA/MSES report and cost estimates led to a recommendation to renovate the present building in lieu of constructing a new facility.

BA/MSES completed construction documents, bidding and the \$2,568,000 project started construction in April 2006. Construction is complete and the building is now occupied by the educational staff.

The project included HVAC replacement and energy upgrades.



WV Division of Juvenile Services  
Contact: Joe Merendino, Superintendent  
1-304-782-2371







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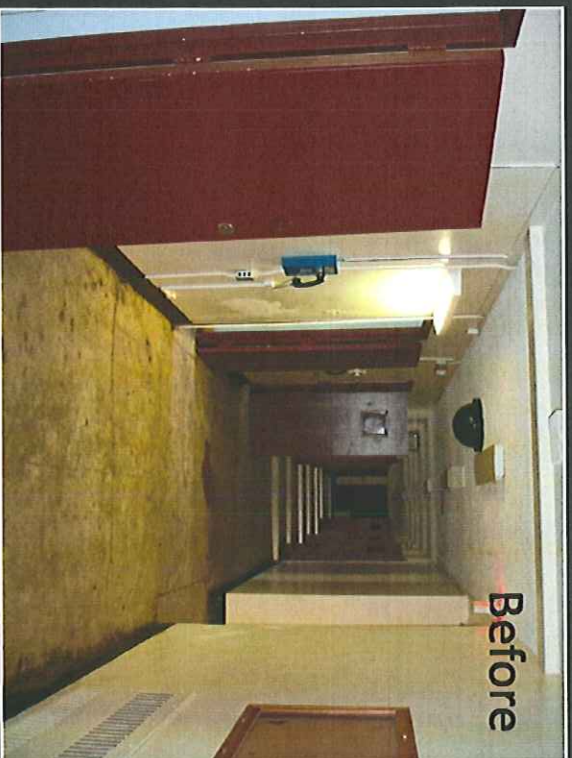


**Additional Experience**

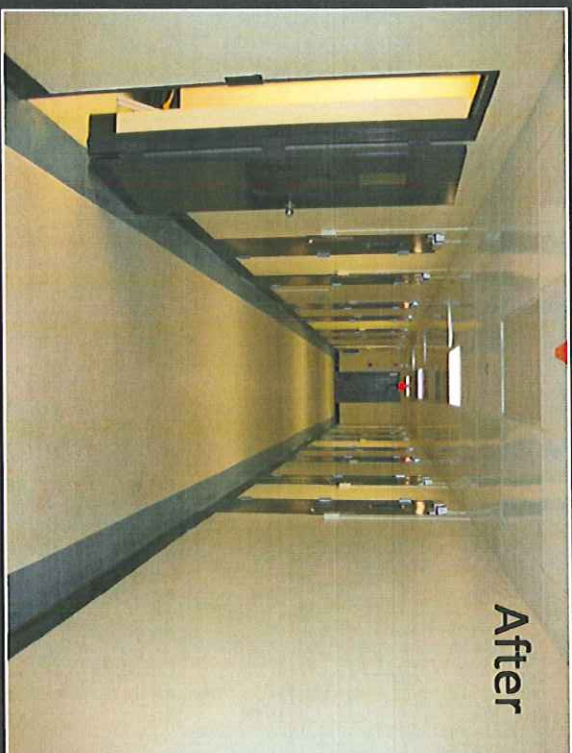
## **Jones Building Renovations** **Industrial, West Virginia** State of West Virginia

Blackwood Associates, Inc./MSES Consultants, Inc. were selected by the WV Division of Juvenile Services to develop construction documents for renovations to the Jones Building at the WV Industrial Home for Youth in Industrial, WV. The project cost \$2 million and completed construction in 2010.

Work on the project included an accessible entrance ramp and stairs, interior renovations, accessibility improvements, new finishes and ceilings, electrical upgrades, HVAC upgrades, plumbing upgrades, and a new sprinkler system with fire pump and generator.



**Before**



**After**



**Jones Building Renovations**  
**Industrial, WV**





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**Value Added Services**  
**Environmental**

MSES Consultants, Inc. (MSES) was originally founded in 1976 as an Environmental Consulting Company. Over the years, MSES expanded its Environmental Services, as well as adding Civil, Electrical, Mechanical and Safety Engineering Services with Drafting and Survey provided to supplement the various Engineering expertise.

MSES' environmental capabilities are listed below:

- Environmental Permitting (Air, Wastewater, and Stormwater Discharges); Environmental Plan Preparation Groundwater Protection, Stormwater Pollution Prevention, Facility Response Plans, Waste Management Plans, etc.)
- Environmental Inspections/Audits
- ISO 14001 Registration Assistance
- Environmental Regulation Compliance/Interpretation (Local, West Virginia and Federal)
- Indoor Air Quality Studies (Ventilation, Air Contaminants, Identification and Quantification, Microorganism Assessments)
- Asbestos (Inspections, Management Plans, Abatement Specifications, Abatement Monitoring, Clearance Air Monitoring)
- Lead Based Paint (Inspections, Abatement Specifications, Abatement Monitoring, Clearance Air Monitoring)
- Landfill (Design, Construction Specifications, Construction Monitoring)
- Contaminated Soil/Groundwater (Assessment, Clean-up Specifications, Clean-up Monitoring, Clearance Sampling, Voluntary Remediation Plan Preparation/Implementation)
- ASTM Phase I, II, and III (Environmental Site Assessments);
- Water System Design;
- Wastewater System Design





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**Value Added Services**  
**Environmental**

The MSES Staff includes the following environmental specialists:

- Civil Engineers;
- Environmental Chemists;
- Biologists;
- Meteorologist; and
- Industrial Hygienist.

MSES personnel maintain a wide variety of professional licenses/certifications. A list of licenses/certification maintained by one or more of the MSES staff is listed below:

- Registered Professional Engineer (PE);
- Certified Industrial Hygienist (CIH);
- Qualified Environmental Professional (QEP);
- Licensed Remediation Specialist (LRS);
- Licensed Asbestos Inspector;
- Licensed Asbestos Management Planner;
- Licensed Asbestos Clearance Air Monitor;
- Licensed Lead Inspector;
- Licensed Groundwater Monitoring Well Installer; and
- Licensed Underground Storage Tank Closure Specialist.

#### APPROACH TO ENVIRONMENTAL SURVEYS

MSES typically utilizes the following approach to environmental survey:

- Project Initiation in which Project Objectives are Defined;
- Field Work Performed;
- Analysis of Samples (if required);
- Review of Information (Data Obtained and Identification of Regulatory/Best Management Practices);
- Report Preparation; and
- Review of Findings with Client.





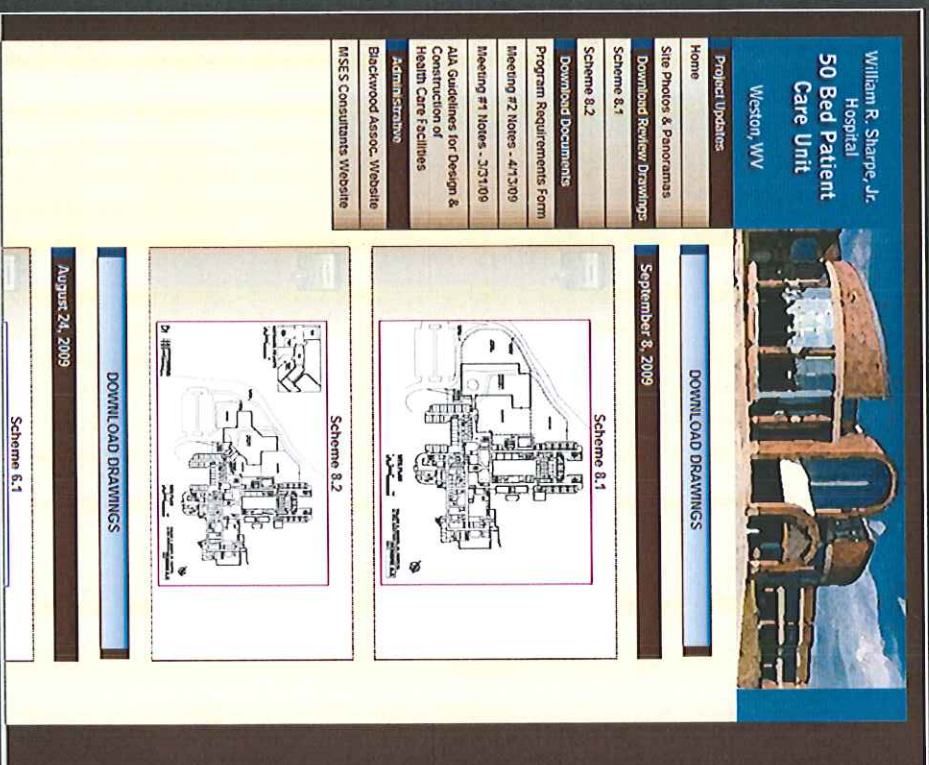
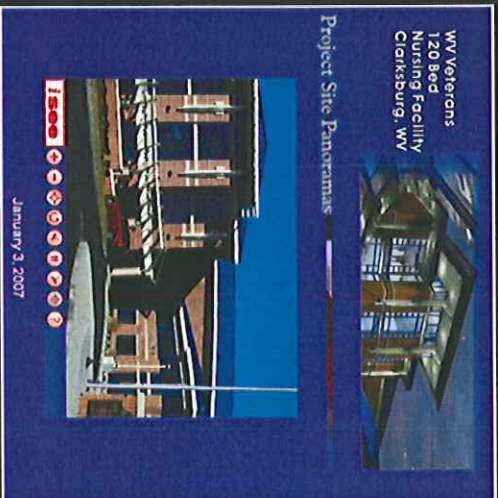
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**Value Added Services**  
**Design & Construction Websites**

Blackwood Associates, Inc. features its own Web Design Division. BAI has been developing project design websites for over 12 years and this has significantly improved project communication. During design development, our websites are used to feature project updates, renderings and floor plans for review, as well as preconstruction site photography and site plans. Construction website information is updated during the building process on a regular basis.

**Project Design Websites**  
are used for:  
Conceptual Designs  
Design Document Reviews  
Site Panoramas  
Floor plan & Rendering  
Analysis



**Project Construction**  
Websites are used for:  
Progress Reports  
Progress Photos &  
Panoramas  
Construction Record





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

WSH12067

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

ROBERTA WAGNER  
304-558-0067

RFQ COPY

TYPE NAME/ADDRESS HERE

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Blackwood Associates, Inc.  
611 East Park Avenue  
Fairmont, WV 26554

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HEALTH AND HUMAN RESOURCES  
OFFICE OF PROPERTY MANAGEMENT  
VARIOUS LOCALES AS INDICATED

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/13/2011				

BID OPENING DATE:

10/27/2011

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
EXHIBIT 10						
REQUISITION NO.: WSH12067						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1 <input checked="" type="checkbox"/> .....						
NO. 2 .....						
NO. 3 .....						
NO. 4 .....						
NO. 5 .....						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE

TELEPHONE

DATE

TITLE

FEIN

304-366-1580

10/25/11

55-0434407

ADDRESS CHANGES TO BE NOTED ABOVE

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





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
WSH12067

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

RFQ COPY

TYPE NAME/ADDRESS HERE

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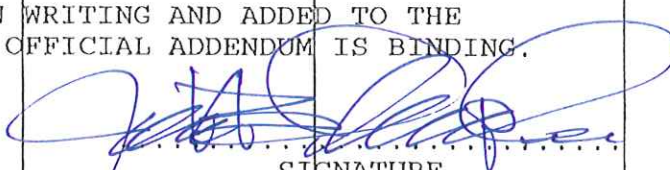
Blackwood Associates, Inc.  
611 East Park Avenue  
Fairmont, WV 26554

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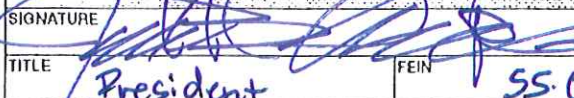
HEALTH AND HUMAN RESOURCES  
OFFICE OF PROPERTY MANAGEMENT  
VARIOUS LOCALES AS INDICATED

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/13/2011				

BID OPENING DATE: 10/27/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
VENDOR MUST CLEARLY 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.						
 SIGNATURE						
Blackwood Associates, Inc. COMPANY						
10/17/11 DATE						
NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.						
REV. 09/21/2009						
END OF ADDENDUM NO. 1						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	304-366-1580	10/25/11
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
President	55.0434407	

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



RFQ No. WSH12067STATE 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 owed 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.

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

**WITNESS THE FOLLOWING SIGNATURE**Vendor's Name: Blackwood Associates, Inc.

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

Date: 10/25/11State of West VirginiaCounty of Marion, to-wit:Taken, subscribed, and sworn to before me this 25 day of OCT., 2011.My Commission expires SEPT. 5, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC

Pamela J Wean