

**West Virginia Property Tax Division
Parcel Conversion Proposal
for
Mingo County**

Presented by **Timmons Group**



TIMMONS GROUP
GEOSPATIAL SOLUTIONS

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Timmons Group Overview

Timmons Group is a well-established 225 person professional consulting firm providing information technology and engineering consulting services to state, local, tribal, federal and private clients throughout the USA since 1953. Our information technology services include: requirements definition, strategic planning, implementation planning, infrastructure design, database design, data model development, application development, data conversion, field data collection, web development, system integration and implementation.

We are a national leader in innovative technology products and services. Inspired by your vision, our client service teams solve technology challenges in imaginative and cost-effective ways. Our extensive experience providing GIS application solutions for governments enables us to offer our clients an excellent mix of experience and proven processes for the design and development of projects to support anticipated business solutions, increased systems integration and increased service reliance.

GIS & Geospatial Technology

For 20 years, we have developed GIS-based technology solutions for state and local governments, gaining valuable experience in state and local business processes. We offer a professional project staff with the expertise and ability required to design and execute a successful enterprise GIS application, and we look forward to sharing our ideas and solutions for this project.

Our firm employs a broad range of subject-matter experts across all areas of information technology and geospatial technologies. From our GIS technicians to our database managers, programmers, systems engineers, consultants and project managers, our award-winning team prides itself on its unique ability to understand your vision and create a solution tailored to your mission-critical business requirements.

Geospatial Disciplines

- Enterprise design, development and implementation
- Advanced Technology and Applications Development
- E-government Planning and Implementation
- Systems Integration Planning and Implementation
- IT and Geospatial Integration
- Land Records Management Solutions
- 3-D Visualization Integration
- E 9-1-1 and Public Safety Integration Planning and Implementation
- Transportation Geospatial Solutions

Providing Value to Clients and Partners

- Relevant experience with a wide range of government information systems
- Desire and proven ability to develop and maintain long-term working relationships with our clients
- Leading and award-winning Esri GIS Business Partner
- Esri Foundation Partner of the Year, 1999 and 2008
- Esri Business Partner of the Year, 2003
- Esri Special Achievement in GIS award winner, 2006

Project Management

Approach

Our experience indicates that one of the keys to ensuring a successful project is the establishment and use of a set of project management tools that completely address the following processes:

- Initiating:** Project authorizations and expectations
- Planning:** Project definitions, objectives, deliverables, and analysis of alternatives
- Executing:** Coordination of resources
- Controlling:** Monitoring & measuring to identify variances and initiate corrective actions
- Closing:** Acceptance of project results and deliverables

Project Coordination and Management Staffing

The Project Manager will be responsible for overall project management and act as a single point of contact for the project.

Project Communication Tools

The project team will utilize a variety of software applications throughout the project lifecycle. The following tools will be used to assist in the management and dissemination of project information:

- Microsoft Project
- Web-based Project Portal
- Secure FTP project folder or Dropbox folder

Project Communications Processes

Shown below is a summary table of our proposed project communications/reporting methods followed by details of each method.

Reporting Method/ Responsibility	Focus	Participants
Project Kickoff Meeting Responsibility: Project Manager	Establish the necessary Program Management protocols to be adhered to by team members. The Meeting will focus on: <ul style="list-style-type: none"> • Team introductions • Deliverables Overview • Review Role and Responsibilities • Review of Project Schedule and Milestones 	Project Manager and Key Stakeholders
Project Website Responsibility: Project Manager	This website will provide a repository for project documents, project status, and issue tracking. Project staff assigned this project will have the ability to access, post and edit on the site.	Project Manager
Bi-Weekly Project Team Coordination Responsibility: Project Manager	Bi-Weekly report of work in progress including completed tasks; planned tasks; anticipated conflicts; etc. Our Project Manager will review these reports and meet with the project team members to determine and schedule the	Project Manager

Reporting Method/ Responsibility	Focus	Participants
	required actions.	
Biweekly Status Reports Responsibility: Project Manager	Each report will detail significant progress made the previous time period; activities planned for the current time period; and project issues that require resolution	Project Manager and occasional technical staff as needed.
Monthly Milestone Meetings Responsibility: Project Manager	Overall project direction, performance and progress.	Project Manager and Key Stakeholders
Project Change Control Process Responsibility: Project Manager	A change management process that provides a structured, planned approach to identifying, approving, and implementing changes affecting schedule, costs and scope	Project Manager

Project Kickoff Meeting

Upon notice to proceed we will convene a project kickoff meeting. This meeting will be orchestrated by the Project Manager and include participation from Key project stakeholders from Supplier and Authorized User. The Meeting will focus on:

- Team introductions
- Deliverables Overview
- Review Role and Responsibilities
- Review of Project Schedule and Milestones

Bi-Weekly Project Coordination Meetings

Project team members will provide our Project Manager with bi-weekly status reports detailing the work in progress including completed tasks; planned tasks; anticipated conflicts; etc. Our Project Manager will review these reports and meet with the project team members to determine and schedule the required actions. Discussion topics will be logged and made available to all team members (Supplier, client, other stakeholders).

Project Schedule Coordination

Project scheduling and task management will be proactively monitored using Microsoft Project software. Project schedules, tasks, deliverables, and milestones will be continuously monitored and adjusted as required. An updated project schedule will be made available to all interested parties.

Project Progress Report

Our Project Manager will provide the client's Project Manager with a written weekly or bi-weekly status report, the frequency of which is dependent on the client needs. Each report will detail significant progress made the previous month; activities planned for the current month; and project issues that require resolution.

Sample Status Report

PROJECT STATUS REPORT	
Project Name	<<project name here>>
Report Date	<<report date>>
Report Period	<<report period>>
Submitted To	<<client project manager>>
Submitted By	<<TG project manager>>
Other	<<other notes>>

Summary of accomplishments since last report
<ul style="list-style-type: none">▪ <<item>>▪ <<item>>▪ <<item>>▪ <<item>>

Summary of items to accomplish next
<ul style="list-style-type: none">▪ <<item>>▪ <<item>>▪ <<item>>▪ <<item>>

Outstanding issues, action items, other comments
<ul style="list-style-type: none">▪ <<item>>▪ <<item>>▪ <<item>>▪ <<item>>

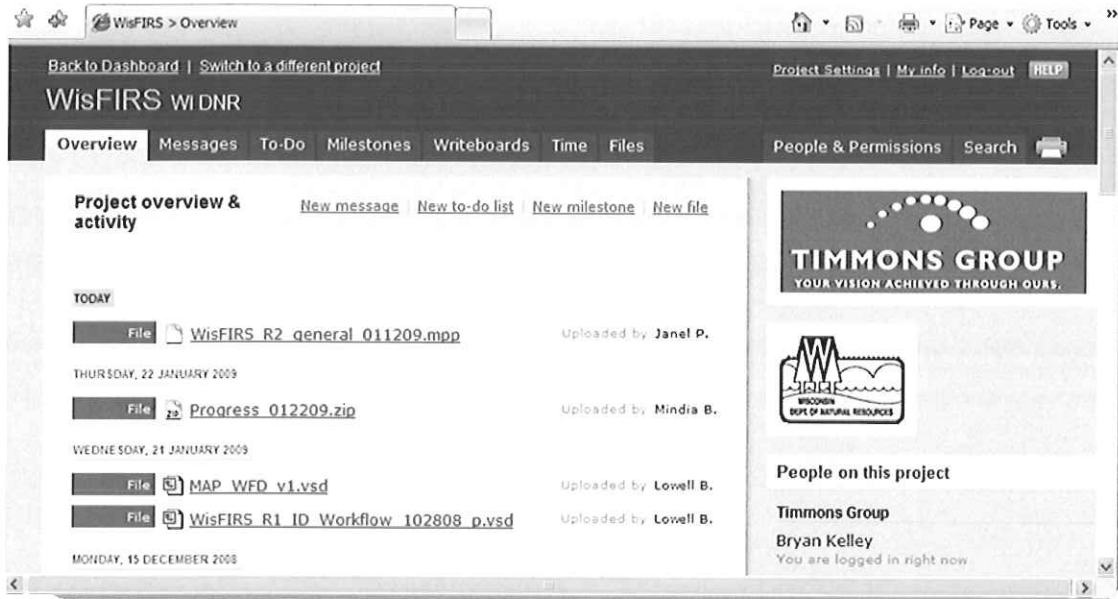
Continuous Communications with Authorized User Staff and Other Project Stakeholders

Our close proximity of team management and technical staff, coupled with the use of email and a project web site, enables us to offer continuous, uninterrupted communication among our team members, Authorized User staff, and other stakeholders.

Project Website

We will provide a secured project website that provides collaboration and common storage area for all project participants. The web site is a means of communicating (it stores all email thru traffic),

serves as a file repository (for document upload/download) and a place to establish milestones (calendar for deliverables), etc. A sample project web site is included below for reference.



Acceptance Management

All formal deliverables, as outlined in the project plan, will follow an acceptance management process. Each deliverable will have associated acceptance criteria as defined by the SOW.

Change Management

During the course of the project, changes to the project plan may be required. Our change management process is designed to address these changes head-on, document them, and ensure they are reflected in an updated set of tasks. In some cases, the proposed change will affect schedule, costs and scope. Should this occur, the Change Management Process will be used to manage expectations and clearly convey the impacts of such decisions on project scope, deliverable, schedule, and cost.

Project Management Summary

The objectives of the Project team's project management activities are to insure that the project objectives are clearly articulated and met, that tasks are completed on schedule, issues are identified and promptly resolved, and that project status is continuously communicated to the client.

Technical Approach

Mingo County's tax parcels will be converted from the existing hardcopy tax parcel maps. Our existing suite of ArcGIS parcel development / maintenance tools will be modified to function within the County's customized parcel data model / system architecture and be compatible with the State's data requirements. These customized applications will be deployed for spatial conversion, attribution, and topology creation and check required to provide the County with a final ArcGIS Land Parcel Geodatabase. The various components of our proposed GIS solution are described in the following sections.

All work will be done in accordance with the specifications outlined in the RFQ.

GIS Map Data Creation and Conversion Services

Prior to initiating any data conversion activities, the source data provided by the County will be inventoried. Any discrepancies or missing source data will be identified and resolved prior to beginning the conversion process.

As with previous projects, Timmons Group will break this parcel conversion into several batches defined by contiguous geographic areas. Timmons Group will perform the conversion work in house in an SDE environment. Breaking the project into batches and working in ArcSDE provides several benefits including:

- Allowing multiple technicians and/or production units to work simultaneously on the project without encountering edge match problems.
- Making it easier to track production of the course of the project.
- Allowing the product QC team to catch systematic errors during the course of production rather than at the end.
- Allowing the County to have access to data before completion of the project
- Permitting feedback from the County during the production phase

We believe that a **Batch size of 5** (including the Pilot Area) is the appropriate batch size quantity for this engagement.

Parcel Conversion Process Overview

Tax Map to GIS Conversion Workflow

We have found the following parcel conversion workflow to produce acceptable results on similar projects and propose to deploy it on your project:

1. County provides Timmons Group with complete set of hard copy or digital tax maps and Assessment Data
2. Timmons Group customizes the ArcGIS Land Records Data Model to fit County's GIS needs
3. County establishes a freeze period whereby parcel changes that occur during the conversion period are collected and submitted to Timmons Group for update under a maintenance arrangement
4. Timmons Group converts the first batch of parcels for the purpose of testing / refining the developed Parcel Maintenance and Quality Control applications

5. Timmons Group / County to review the results of the Batch 1 conversion and agree upon the final applications and work flows prior to proceeding with full system conversion
6. Timmons Group to perform parcel conversion / update and maintenance for the purpose of compiling a complete, updated GIS parcel data model
7. Timmons Group to provide batches to County for review / comment throughout the conversion process
8. County to review submittals and provide acceptance / received-edited / rejected reports to Timmons Group
9. Timmons Group to deal with any reports received that are less than accepted
10. Timmons Group resubmits any work that requires additional work

Establish Source Data

The conversion process will begin by established a freeze date on parcel map changes. The initial data conversion will include all parcel lines and land hook data shown on the parcel maps as of the freeze date.

Acquire Source Data

The County will provide Timmons Group with a copy of their hard copy tax maps to be scanned by Timmons Group, or alternatively a digital version of the tax maps. The images will be brought into the ArcGIS environment and rectified using the latest imagery available at the time of project initiation and Mingo County's current road centerline geometry. The result will be spatially accurate tax maps in a TIFF format rectified to the standards outlined in the RFQ.

The State will provide Timmons Group with an export of the County's Real Estate records along with the defined spacing parameters used for the development of the main Account number of the real estate record.

The county will provide Timmons Group with an accurate, or provide approval for a boundary layer provided by Timmons Group. This boundary layer will be used initially to define the extent of the County's parcel boundaries, and provide the initial polygon which will then be 'cut' by Right of Way data to define polygon 'islands' that will ultimately become the County's digital parcel layer.

Geodatabase Model Development and Refinement

Timmons Group utilize the target Data model to create a Geodatabase to support Parcel and other spatial layers. To establish simplicity and accuracy in the attribution of the parcels, subtypes and domains will be used. This will allow for minimal user input error. The result will be a seamless Geodatabase that will be supported at both the personal and enterprise level.

Parcel Conversion Process Detail

Parcel Geometry Conversion Approach

Digital parcels will be captured from the scanned and rectified County tax maps. We will create the parcels from the line work visible on the scanned tax maps and then best fit the parcels to the imagery. We will convert the most accurate parcel information first; (typically new subdivision inserts and plats) then convert the remaining acreage parcels to fit within the parcel data, roads, and Statewide imagery.

In addition to the parcel geometry, easements as shown on the parcel maps, natural features that are part of the parcel boundary (streams, ponds, etc...) will be captured during this process. We do not recommend capturing natural features (streams ponds etc...) that are shown on the parcel maps but not part of the parcel boundary information. In most cases these features are not spatially accurate. A better source for this information would be the hydrography data set.

Parcel Map Sheet Layout

Timmons Group will develop a tax map grid based on the existing tax map scale grid. This will provide the ability to produce paper tax maps using the digital parcel data in ArcGIS in the same layout as existing paper tax maps.

Right Of Way Establishment

Using centerlines provided by the County, Timmons Group will use ArcGIS tools to buffer the centerlines to provide polygons which will 'cut' the County boundary to begin parcel conversion. Timmons Group will work cooperatively with the West Virginia Department of Transportation to acquire and accurately model Right of Ways that require custom buffers for GIS digitization.

Test Area Conversion

Timmons Group will convert an initial Pilot batch (to be determined) for the purpose of testing and refining the conversion process and for County review and acceptance. The County will review the results of the test area and agree upon the process and final deliverables.

Parcel Attribution

Parcel attribute information will be collected as part of the data conversion process. In addition, a parcel identification field will be generated in a separate field order to link back to the County's Real Estate records. This will involve the concatenation of the fields identified above.

Build / Verify Geodatabase and Edge Match

After the parcel boundary features are identified, a series of initial automated processes will be run to ensure lines are properly snapped (no over/undershoots) and polygons are closed. This automated verification is performed to assure all lines are properly snapped and all polygons are closed. Any necessary adjustments are performed as needed to correct for any remaining spatial deficiencies.

Metadata

Metadata files will detail the specified metadata contents to be FGDC compliant. Metadata will be generated for each data set that is developed.

Quality Assurance

Timmons Group has developed a solid infrastructure for quality control and assurance (QA/QC) in support of all of our database development services. Our project team will be using this infrastructure to perform the data development quality assurance and quality control task in this project. This infrastructure has two levels of quality control as detailed below.

Parcel Conversion Discrepancy

The following tasks are used to identify and resolve discrepancies between the source parcel maps and the resulting GIS parcel data. These tasks will be done by Timmons Group staff to mitigate parcel conversion errors.

Automated Batch Processing

As part of the overall QA/QC processes, the following batch processing algorithms are performed against the digital parcel conversion databases:

- Automated topology checks are to ensure that all spatial rules are followed
- Automated and manual graphical verification routines to ensure that all annotation placement and symbol placement requirements are met
- Automated parcel verification routines to ensure that all parcels have valid PIN's and that identification numbers are not duplicated
- Automated and manual verification of parcel number reports (see below)

Check Plots

For each Tax Map and Insert Map, we will generate an (internal use) check plot of the vectorized data. These plots will be used as a point of reference to perform a visual QC by comparing each check plot to the scanned Tax and Insert Maps and the Plat Maps.

GIS – Parcel ID Discrepancy Identification

The following tasks are used to identify and resolve discrepancies between the County Assessor's CAMA system and GIS parcel data. Timmons Group will identify the errors and provide to the County for review.

Parcel Number Reports

Parcel attributes will be quality control checked against the Account Numbers in the County's Databases. We will use the database match to create a one-to-one relationship between parcels in the GIS and Assessor's records. This may result in parcel records that exist in the GIS but not on the CAMA and those which exist on the CAMA but not in the GIS. Our QA/QC specialists will examine the discrepancy report to determine if the mismatch is due to an error in the conversion or due to a discrepancy in the sources. Conversion errors will be corrected.

Non-conversion discrepancies will be flagged and presented to the County for review and resolution. The County will review and resolve the discrepancies then provide Timmons Group with the resolution so we can update the GIS.

The GIS update will be done during the each batch review process and one additional time following the last batch delivery.

Tax Map Creation

Timmons Group will establish a map book generator capability within ArcMap using Data Driven Pages to establish on-demand Pax Map (PDF) Generation. The configuration will provide a streamlined process

for managing GIS base maps within ArcGIS Desktop and for supporting output products such as GeoPDF files and Map Book generation. Timmons Gorup will deliver 369 PDF tax maps as a deliverable.

Maintenance Software

Parcel Maintenance Software

Timmons Group will provide the County a version **Parcel LoGISTics** software (Developed by Timmons Group Specifically for local Government use) for parcel maintenance and map output production. Parcel LoGISTics is one of a suite of software packages that provide easy-to-use editing, map making, and analysis tools for local government GIS users. Parcel LoGISTics comes with the Data Management Guide (DMG), a fully customizable tool that interactively steps users through the workflow tasks including parcel maintenance, CAMA integration, and map making. Parcel maintenance is made simple, repeatable, and consistent through time resulting in reliable data for the County and citizens. Parcel LoGISTics includes tools for parcel data update using sketching, heads-up digitizing, and Coordinate Geometry (COGO). The Parcel LoGISTics software is FULLY integrated within the ArcGIS 10.x environment. Implementation of Parcel LoGISTics includes the setup of customized DMGs, complete documentation, and on-site training.


We would be pleased to demonstrate the capability and use of Parcel LoGISTics as part of the County's review and selection process for this project.

Project Fee

Timmons Group will provide the required scope of services described above for the proposed fix fee shown below. This is based on verifying 25,986 Parcels and 369 tax maps. Price is shown as Current Fixed Fee.


TAX12007 COST SHEET

County	Digital Tax Parcel Polygon Data	Cost	Finished Tax map Publication	Cost
Mingo	25,986	\$65,500	369	\$7,500
	Total Cost	\$65,500	Total Cost	\$7,500

Phone # and Fax #	Email address	Date	Vendor Name and Signature
(P) 804-200-6973 (F) 804-560-1438	Randy.trott@timmons.com	7/13/2012	
			Randall, G. Trott, LS – Timmons Group

TAX12007 COST SHEET

COUNTY	Digital Tax Parcel Polygon Data	Cost	Finished Tax Map Publication	Cost
BRAXTON	16,439		277	
CALHOUN	8,766		149	
GRANT	12,172		260	
HARDY	14,655		298	
JACKSON	19,474		322	
LEWIS	15,223		231	
LINCOLN	17,029		264	
LOGAN	29,212		399	
MCDOWELL	31,020		535	
MINGO	25,986	\$65,500	369	\$7,500
MONONGALIA	49,865		638	
MONROE	13,483		255	
ROANE	14,521		241	
TYLER	8,994		149	
WEBSTER	10,765		251	
Total	287,604		4638	
	Total Cost	\$	Total Cost	\$

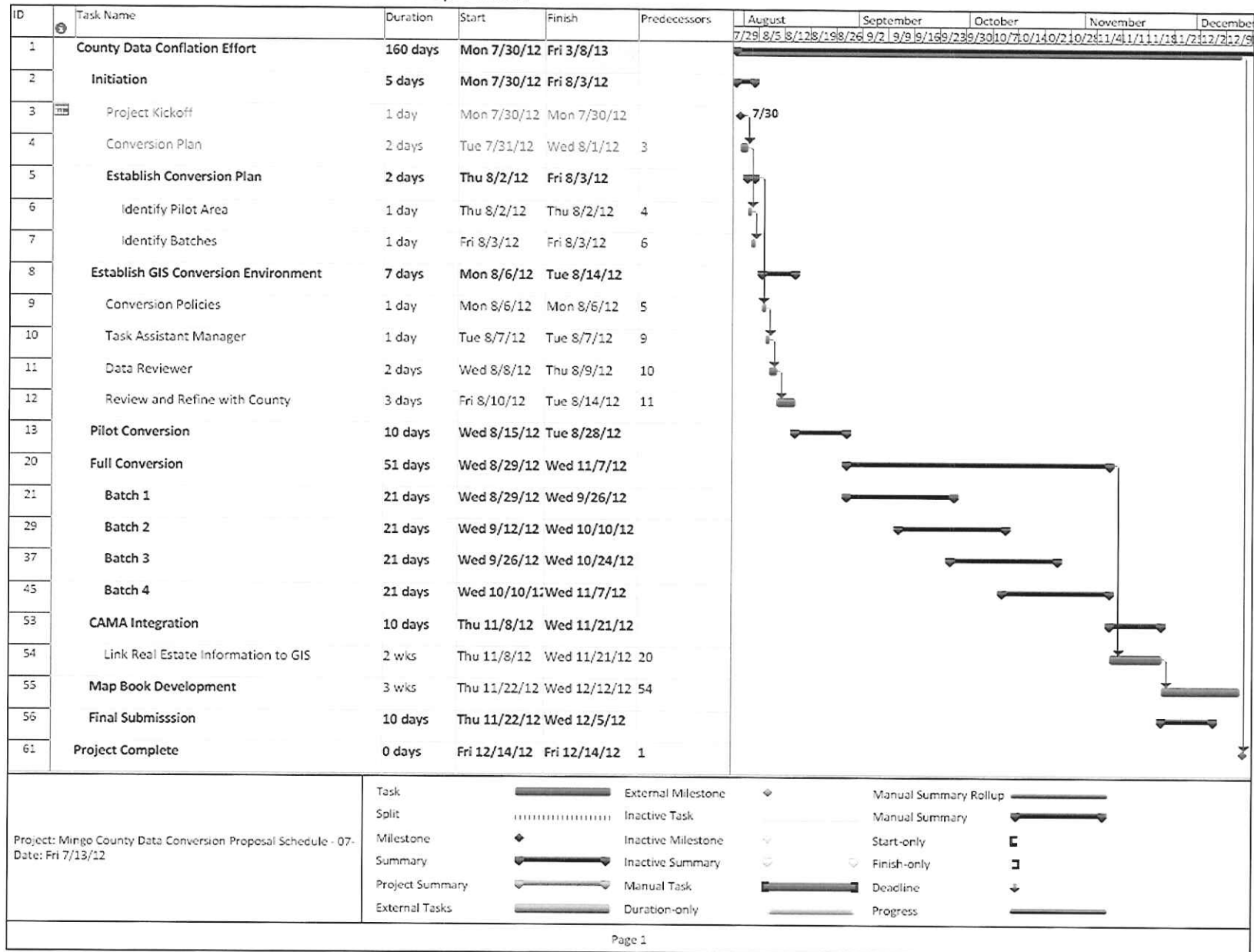
Phone # & Fax #	Email address	Date	Vendor's name & signature
804-200-6973 804-560-1438	randy.trott@ timmons.com	7/13/12	

RANDALL G TROTT, LS.

Basis for Award: Award shall be made to the lowest vendor meeting specifications.

Proposed Project Schedule

Schedule can easily be expanded/compressed based upon County requirements. This schedule affords the County ample time to review and advise us on issues with the intermediate work products.



ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: TAX12007

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

TIMMONS GROUP
Company
Randall Troth
Authorized Signature
7/16/2012
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

TIMMONS GROUP

(Company)

Darrell T. Trett PRINCIPAL

(Representative Name, Title)

804-200-6973

(Contact Phone/Fax Number)

7/16/12

(Date)

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 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,
 Bidder is a partnership, association or corporation resident vendor and 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 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,
 Bidder is a 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; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 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; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 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 Bidder's affiliate's or 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; or,
4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of 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) reject the bid; 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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of 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.

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.

Bidder: TIMMONS GROUP Signed: Kenneth Thutt
 Date: 7/16/12 Title: PRINCIPAL

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

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 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: Timmons Group

Authorized Signature: [Signature] Date: July 16, 2012

State of Virginia

County of Chesterfield, to-wit:

Taken, subscribed, and sworn to before me this 16 day of July, 2012.

My Commission expires June 30, 2014.

AFFIX SEAL HERE

NOTARY PUBLIC Michelle D. Bards

