



LB&B

Proposal for Distribution and Transportation Services for the West Virginia Alcohol Beverage Control Administration Charleston, West Virginia

Prepared for:



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

Technical Proposal

Sealed Bid:

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9891 Broken Land Parkway
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(301) 596-2440

Buyer: Evelyn Melton
Solicitation No: ABCA118
Bid Opening Date: July 15, 2014
Bid Opening Time: Tuesday @ 1:30pm
Fax Number: 301-596-7879

07/14/14 09:20:28AM
West Virginia Purchasing Division

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LB&B Associates Inc.
9891 Broken Land Parkway, Suite 400
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Technical Proposal

**IN RESPONSE TO
SOLICITATION NO. ABCA118**

DISTRIBUTION AND TRANSPORTATION SERVICES FOR THE WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION CHARLESTON, WEST VIRGINIA

This proposal contains data that shall not be disclosed outside the government and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal. If, however, a contract is awarded to the offeror as a result of, or in connection with, the submission of this data, the government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction is contained in all sheets of this proposal. Information contained in this volume is considered by the offeror to be exempt from disclosure under the Freedom of Information Act (FOIA), Exemption (b)(4). Offeror is to be notified of any request for information related to this proposal made under the Freedom of Information Act.

1.0 INTRODUCTION

LB&B Associates Inc. is pleased to provide this cost proposal to the West Virginia Purchasing Division for the contract to continue to provide Distribution and Transportation Services for the West Virginia Alcohol Beverage Control Administration. In our proposal, we will show that we *continue* to be the right company to provide the services required at the right price.

1.1 COMMITMENTS

We have identified five core commitments below that we feel are instrumental in providing the level of performance the West Virginia ABCA expects and the service their customers deserve. These commitments will continue to be part of our indoctrination training for each employee and will be prominently displayed in the Project Manager's office for all to observe.

COMMITMENTS

- *Instill a spirit of Partnership to foster positive relations and cooperation.*
- *Direct our focus on providing high quality customer satisfaction.*
- *Ensure an environment where safety comes first.*
- *Empower employees with the authority to do their jobs and recognize their exceptional performance.*
- *Become the contractor of choice for the follow-on contract.*

1.1.1 Partnership

LB&B Associates Inc. believes that partnering with their customers is critical to the success of both entities. Through open and honest communications, which is a key concept of partnering, we learn our customers' functions, processes and procedures - even those that do not directly affect the contract requirements. Our customers also learn of our knowledge, experience and capabilities. The net effect of the partnering relationship is the efficiencies gained, by the two entities sharing and becoming more effective from the synergy of the partnership.

1.1.2 Quality Customer Satisfaction

LB&B Associates Quality focus is preventative in nature, concentrating on early identification and resolution of potential problems, before they affect our operations. We also emphasize continuous improvement and recognize those employees who innovate and provide a "better way" of doing business.

We have invested a tremendous amount of time and effort into not only developing a Quality Management System for all of the services we provide, but also having our processes and procedures evaluated by an outside source to validate our efforts. Achieving ISO 9001-2008 Certification is just another step in our on-going continuous, quality improvement process.

1.1.3 Safety

Safety is a not an option – it is foremost in all we do and will not be compromised. Our employees function in some very hazardous environments transporting and handling; aircraft fuel, ammunition, explosives, hazardous material as well as spirituous liquor products. All of our employees at all levels are safety focused and have the responsibility and authority to stop any unsafe operation immediately. We are proud of our safety record, which is consistently

lower than industry standards.

1.1.4 Employee Empowerment

Our experience has been that if we hire the best employees available, respect our employees' capabilities and empower them to take ownership of the functions they are responsible for, they will take care of the customers. While our project manager will meet every private liquor store operator on the WVABCA Contract at some time – no one will know them and their expectations better than the drivers. Our drivers will be empowered to work with those customers and to identify better ways of satisfying them – whatever it may be.

1.1.5 Contractor of Choice

LB&B Associates Inc. has a reputation for its ability to win and maintain contracts for long periods, through its exceptional service and best value pricing. We have been successful in retaining contacts through multiple competitions, and have been awarded long-term contracts (10-years plus) based on our exceptional performance and service as shown here. We understand the level of effort and expenses our customers incur when they have to change contractors, which we often eliminate by providing to our customers that we are the right contractor to remain on the project.

We are continuing to provide a dedicated service team, to exclusively support Distribution and Transportation Services for the West Virginia Alcohol Beverage Control Administration. Our team will have one priority and one focus - satisfying your (our) customers.

By continuing to provide a true partnership in supporting your (our) customers, exceptional customer service, unparalleled safety in our operations provided by high quality, empowered employees, we intend to show the WVABCA that we are the best contractor for this project, and should be the contractor of choice for future opportunities.

With LB&B you can rest assured, you are not just another customer of a multifunctional delivery service, nor are your retail liquor stores just additional stops on an existing convenience store route...

2.0 PROJECT MANAGEMENT

LB&B will continue to furnish all necessary labor, material, supplies, and equipment to operate and manage the distribution, transportation and delivery of alcoholic liquor products owned or authorized by the WVABCA, pursuant to the requirements of the resultant contract, from RFQ ABCA118.

2.1 SERVICES PROVIDED

Specifically, the services provided include:

- Transportation of alcoholic liquors, supplies and equipment to authorized retail liquor stores.
- Return transport to WVABCA DC of authorized alcoholic liquors, confiscated parts of stills, empty cases and fiber containers.
- Execute all transportation orders issued by and in accordance with the schedule established by the WVABCA.
- Furnish all labor necessary to load and unload vehicles at the required locations
- Ensure availability of adequate, high quality resources in sufficient quantities for the exclusive performance of this contract such as highly qualified manager, skilled drivers and quality equipment.
- Obtaining and maintaining all required licenses, permits, stamps, certifications, insurance policies and bonds to fully comply with all federal, state, local and contractual requirements.
- Ensuring that only those goods, products and equipment belonging to or authorized by the WVABCA are transported with resources associated with this contract.

LB&B will continue to perform these services in strict compliance with all applicable Federal, State, and local laws, rules, and regulations and in strict accordance with the contract.

2.2 ORGANIZATION

The organization we have developed to perform the contract has allowed flexibility and improved productivity while accommodating necessary interfaces with the WVABCA customers and staff. Our proven organization is task oriented, using proven scheduling and planning techniques and systems.

Our current organization will continue to provide effective support and facilitate the efficient flow of work from point-of-loading at the WVABCA Distribution Center (DC) warehouse in Nitro, WV to point-of-delivery at the various private retail locations throughout the state.

Our organizational structure and staffing effectively meets all contract requirements and ensures that the distribution and transportation of liquor receive the highest priority required for such a service activity.

2.2.1 Project Staffing

Staffing levels proposed for performance on this contract are based on our experience over the past 2-years supporting this operation. Our project organization is an independent organization with full authority provided to our Project Transportation Supervisor (PTS) to make all decisions related to the contract.

Our organizational structure allows our Project Transportation Supervisor (PTS) to monitor contract performance in relation to established objectives on a continuing basis to ensure compliance with the contract requirements; provide for rapid and close control of all project-related activities; and close interface between our PTS and the WVABCA Staff. This approach also allows our PTS the necessary time to maintain close contact with the customers.

2.3 PROJECT MANAGEMENT SUMMARY

LB&B will continue to provide all resources necessary to effectively perform the functions of transportation of liquor for the State of West Virginia. The services to be provided are as stated in Paragraph 2.1 above. A list of dedicated equipment to be provided for this effort is contained in Paragraph 2.4.3. - Vehicles.

Our goal is to continue to have highly satisfied customers at all locations in the State of West Virginia – all the time. In order to achieve this goal, we will provide the following:

- A Project Transportation Supervisor (PTS) to manage the day-to-day distribution effort, interface with the ABCA staff and customers. ***Our PTS will be on-site at all times when shipments are being made.*** Our PTS will concentrate on ensuring the required drivers and vehicles are available and dispatched to ensure on-time delivery to the private retail stores. Our PTS will also coordinate loading and unloading with the ABCA Warehouse Manager to facilitate efficient operations. Our PTS will establish and maintain open lines of communications to affect a productive partnership focused on improving support to our mutual customers – the private liquor store proprietors.
- As a back-up for the PTS, we will identify one of the senior drivers as a lead, who will function as the Assistant PTS in their absence. This individual will be well versed on the loading, dispatch and scheduling operations and will be fully capable of performing all management functions.
- At least 6-primary, and 2-back-up drivers that are properly licensed (CDL-A), trained and experience to ensure on-time deliveries as established by the ABCA Schedule. We will also maintain a roster of part-time, on-call, contingency drivers to ensure we can support any surge requirements such as Trade Shows.
- We will also provide skilled warehouse workers to load and unload vehicles as required. They will also provide warehouse support such as; cutting pallets, moving furniture, hauling refuse, etc...
- Highly dependable, quality vehicles properly licensed, permitted and insured for transporting liquor throughout the State of West Virginia. All of our vehicles will be equipped with on-board communications. The communications systems will be pre-loaded with all contact information needed for immediate contact with any delivery location and well as the ABCA Distribution Center.

- All required support equipment such as; dollies, rollers, pallet jacks, stands, straps, dock plates, etc...in the quantities required to ensure safe and efficient deliveries.

2.4 OPERATIONS

This section of our proposal provides more detailed procedures and processes required to ensure responsive and timely Distribution and Transportation of liquor for the West Virginia Alcohol Beverage Control Administration (ABCA). Partnering with the WVABCA Warehousing Staff, we will do everything we can to insure our vehicles are loaded and depart on-time, to enable on-time deliveries to our customers.

2.4.1 Drivers

All the drivers we provide will meet the following minimum requirements:

- Current Class-Commercial Drivers License (CDL-A)
- No license restrictions
- Minimum of 3-years over the road experience
 - Beverage delivery experience preferred
- Clean driving record
- Have a current medical certification, as indication of having met the Federal Motor Carrier Physical Qualification Standard (including eye test).
- Medical waivers will not be considered.

As they are our first line of service, all of our drivers will be trained in customer service skills and how to maintain effective customer relations.

2.4.1.1 Replacement Drivers

All replacement drivers will meet the same requirements that our drivers do. We will identify qualified “on-call” drivers that we will use when we need to fill a short-term vacancy, or when we have a surge situation such as the Trade Show Delivery and Holiday Seasons. Our roster of on-call drivers will be provided to the WVABCA for approval. We keep a file of these drivers, pre-qualify them (back-ground check, drug test, check rides, etc...) and then contact them when needed.

2.4.2 Identification

All of our employees are provided company uniforms and identification card clearly identifying them as employees of LB&B Associates Inc. Employee identification cards will be displayed at all times. Photographs of our employees will be provided to the WVABCA to display as needed to ensure identification of the employees. When an employee terminates employment, their identification card will be recovered, and their photographs will be returned to the WVABCA with notification of termination.

All LB&B Associates Inc., vehicles and equipment will be appropriately marked to identify ownership.

2.4.3 Vehicles

All of our vehicles are high quality, low mileage vehicles in excellent condition. *Since the start of the current contract we have upgrades or fleet to the point that now most of our Prime*

Movers are 2013 and 2014 model Freightliners. We will continue to upgrade as needed to ensure safe and consistent, on-time delivery to the customers. All delivery vehicles are equipped with on-board communication to enable the drivers to contact the customers and our Transportation Supervisor to report delivery schedule delays, emergencies, etc.

We take great pride in the appearance of our vehicles, as they represent our primary customer – The WVABCA – as well as LB&B Associates to all who see them. We keep our vehicles clean and presenting a professional appearance at all times. Based on the normal workload data provided we propose the following mix of tractors, trailers and trucks:

NORMAL OPERATIONS		
Minimum Quantity	Type	Size
8	Tractors	80,000 lb GVW
13	Trailers	40/45 Foot
4	Straight Trucks	24/26 Foot

During surge situations (Trade Shows), and any other time of increase workload, we will increase our capacity as needed to ensure we can meet the case per day requirements.

We ensure that all of our vehicles are safe, reliable and equipped with all appropriate equipment. Upon contract award, we will provide a list of all vehicles to be used in support of this contract to the WVABCA. That list will include; Make, model, year, vehicle identification number (VIN), LB&B Identification number and license plate number.

All of our delivery vehicles are equipped with the following as a minimum:

- Current State Vehicle Inspection Sticker
- Valid License
- Current Public Service Commission Stamp
- Current Liquor Transportation Permit
- Current Fuel Stamp
- Identification Number
- On-board Telecommunication Device
- Installed GPS Tracking System
- Company Markings
- Safety Equipment (first aid kit, fire extinguisher, warning devices)
- Inclement weather gear as required (chains, shovel, salt, coveralls, gloves, ice scrapers, etc.)
- Tie down and security devices – E-Track straps, blocks, locks

2.4.4 Safety Program

LB&B’s Safety Program is designed to prevent on-the-job accidents in performance of the functions involved in storage and distribution of alcoholic beverages. Prevention is achieved through promoting and maintaining safe working conditions and operational procedures.

LB&B's Project Transportation Supervisor has the ultimate responsibility for safe working conditions and adherence to the prescribed safety practices and procedures. However, the success of a Safety Program rests with each employee. Safety Program success can only be achieved through their corporation and assistance in monitoring the operation and reporting of unsafe conditions or practices that could result in accidents.

- **PTS must:**

- Train their personnel in proper work practices.
- See that proper practices are followed.
- Investigate all incidents or injuries for cause
- Take corrective action when unsafe conditions or work methods are noted.
- Maintain all equipment in a safe operating condition.

- **Employees must:**

- Observe prescribed work practices.
- Report any hazardous condition to their Supervisors.
- Report all injuries immediately.
- Use prescribed protective and safety clothing and equipment.
- Be proactive on all safety issues

2.4.4.1 Safety Tool Box

Our PTS and our drivers will be required to hold weekly safety talks covering Safety Tool Box subjects. These brief talks are designed to focus and refocus our employees on issues that could affect their safety. Some examples of Safety Tool Box Subjects applicable to our drivers are;

- Vehicle Inspection
- Basic Control of Your Vehicle
- Shifting Gears
- Situational Awareness
- Communicating
- Space Management
- Controlling Your Speed
- Hazard Recognition
- Distracted Driving
- Aggressive Drivers/Road Rage
- Night Driving
- Driving in Fog
- Winter Driving
- Hot Weather Driving
- Railroad Crossings
- Mountain Driving
- Driving Emergencies
- Antilock Braking Systems
- Skid Control and Recovery
- Accident Procedures
- Fires
- Alcohol, Other Drugs, and Driving
- Staying Alert and Fit to Drive
- Personal Protective Equipment

2.4.4.2 Safety Award Program

LB&B has provided a Safety Program for all contract sites. Each employee is eligible to participate in the worthwhile and effective program. We provide monetary awards to those employees who consistently work safely.

2.4.4.3 Safe Driving Awards

Full-time Truck Drivers are eligible for a Safe Driving Award in accordance with the American Trucking Association’s policies and guidelines. Awards are given in December of each year.

2.4.4.4 Distribution of Safety Plan

One copy will be posted on the drivers area bulletin board and one copy placed in the packet for each tractor.

2.4.5 Security

Security is very important to LB&B Associates Inc., and will be continuously emphasized. Our employees will be trained on all aspects of security as they relate to care of WVABCA property at all times; in the warehouse, while in transit and while being unloaded. Vehicles and facilities will be locked when left unattended, and any suspicious activity will be reported immediately to our management and WVABCA staff as appropriate.

2.4.6 Training Program

All of LB&B’s employees who work at the WVABCA Project will have the requisite skills and currently valid certifications, licenses, and permits before consideration for employment.

All employees will be required to attend a training/orientation session focusing on policies and procedures regarding; company policies and procedures, security, safety, and administrative matters. These training sessions/orientations are mandatory and personnel will not be allowed to start work on the Project without these training sessions and/or fulfillment of other particular requirements consistent with their respective positions. As a condition of continued employment, all LB&B employees will attend periodic safety orientations conducted by project management. All employees, as required by the specifications of their jobs, will attend training as follows:

- Meeting client requirements
- Customer relations and service
- Contingency Plan — Contingency Plan specifics and the respective role each will play in its execution. Drills for a contingency will conducted a required.
 - Examples of contingency plans are; inclement weather, increased workload, unexpected closure of the WVABCA Distribution Facility, retail customer facility closure or inaccessibility, etc.
- Drug-Free Workplace
- Equal Opportunity Employer
- Violence in the Workplace
- Security
- Safety



2.4.6.1 Driver Training

All of our drivers will have the requisite Commercial Drivers License (CDL) for the type and size of vehicle they will be operating, with the appropriate endorsement. In addition to the required CDL-A, all of our drivers, regardless of length of experience, are required to pass a “check ride” evaluation with one of our transportation managers or senior operators, over the actual routes they will be driving. These check rides are normally more than one day in duration. These check rides ensure safe operation and knowledge of the routes and delivery locations.

One key component of all LB&B Associates Inc., training program is training for cross-utilization, cross-functionality. All drivers will be trained on all routes and all delivery locations. All of our drivers will eventually be able to operate on any route with the same level of efficiency and customer support.

2.4.7 Insurance

LB&B will provide and maintain current during the period of contract the type and amounts of insurance coverage as stated below.

Insurance coverage will consist of:

- Liability Insurance - Personal Injury: LB&B will provide liability insurance for Combined Single Limit of not less than 1,000,000; and not less than \$5,000,000 for two or more persons injured.
- General Liability – Property Damage: We will ensure that general liability in the amount of \$1,000,000 per occurrence.
- Cargo Insurance - The merchandise being transported will be insured up to a maximum of \$100,000 per tractor/trailer/truck vehicle.

While not specifically required by the RFQ, we will also provide the following coverage's;

- Employee Liability - We have included employee liability insurance for theft by an employee up to \$50,000 per occurrence.
- Liquor Liability Insurance - In addition to the above insurance, we will provide this coverage in the amount of \$1,000,000 per occurrence.

2.4.7.1 Responsibility for Loss and Damage

LB&B will assume financial responsibility for all loss and damage due to shortage, theft, breakage, or otherwise of liquors while under LB&B custody, while in transit to or while unloading at the WVABCA authorized retail liquor locations. LB&B will be responsible for damaged merchandise delivered to an authorized location, when damaged merchandise is discovered at the retail location and reported to LB&B at the time of delivery.

2.4.8 Ensuring Quality

LB&B has taken a major leadership role in the focus on quality by implementing our ISO Certified Quality Management System. Included in this system is a high level of emphasis on continuous improvement.

Continuous improvement is not a program; it is a philosophy and a set of guiding principles that represents the foundation of continuously improving an organizations operations. It is inherent in any organization that inefficiencies will creep in overtime. Recognizing this, continuous improvement is a total system that continuously seeks ways to improve production and management processes/systems.

Quality management includes all activities that influence the production of reliable and durable services. Actions are directed to the prevention of defects, the detection of deficiencies in processes and services, verification of compliance with established requirements and management action to eliminate causes of deficiencies.

Our system provides top management with an effective and efficient means of identifying and correcting potential and actual problem areas throughout the entire scope of operations. The objectives of our program are:

- To measure the quality of services, processes and data
- To effect an improvement of quality as required through corrective measures and improved management practices. To ensure that areas service meet the stated requirements and WVABCA needs.
- To minimize rework as a result of improper or inadequate performance.
- To continuously improve the quality of our customer service and performance

As stated earlier, quality performance is the responsibility and obligation of all personnel. This is reflected in our policy of incorporating quality inspections into all levels; from top to bottom of our organization

Self-Inspection — The first phase is accomplished at the functional level, by the employees. Each employee will ensure they are meeting or exceeding their specific contract requirements.

Quality Control Inspection — The second phase of our system is performed by our Project Manager. His primary function will be to validate the Self-Inspection Program. He will conduct scheduled and nonscheduled inspections as well as audits to verify the self-inspections results.

Each Manager establishes measurements for his/her own operation, based on the requirements of the contract. They will know exactly what is being measured, the source of the information, its reliability, and its intended use. Factors such as labor productivity, material usage and cost, quantity of work done, quality of work, timeliness of service, and job cost will be included as some of the basic information tracked. Effective control starts and ends with management observation and evaluation.

Periodically, our corporate Director of Quality will visit project locations to evaluate operations and ensure quality performance.

2.4.9 Maintenance of Records and Reports

LB&B will prepare and maintained all required records and reports to include those required by ; WV ABC Administration, Bureau of Alcohol, Tobacco and Firearms, any other Federal, State or

Local Government Agency. These records and reports will be provided to authorized government agencies upon request.

3.0 CORPORATE SUPPORT COMMITMENT

We do not expect to send corporate staff to the project on a routine basis, the project manager has the authority and capability to handle day-to-day operations. However, if the need arises, our corporate staff will be on-site for as long as required. We like to refer to our corporate support staff as *“Available, but not overbearing...”*

3.1 CORPORATE PERSONNEL RESOURCES AND CORPORATE MANAGEMENT PERSONNEL

We have expert corporate management and administrative support groups which will provide direct support to the project staff to ensure compliance with corporate and project policies, performing audits, monitoring and evaluating project status, discerning and resolving problems, and providing technical expertise when required. We are organized to make effective use of matrix management techniques, and have proven ability to direct technical specialties and administrative support to cost-effectively support field project operations.

Located only about a 6-hour drive from Nitro, WV our corporate office staff is available and can be on-site quickly. LB&B’s headquarter operations is staffed with a seasoned professional operations and management support contract management team, who is available on a short-term basis to fill resource voids or key personnel vacancies that may occur.

3.1.1 Support Functions

LB&B feels that no other company can identify and provide a staff of support personnel equal to those of LB&B. We enthusiastically present our team because we recognize that we are proposing a proven team, as they currently support our ABC Operation in Raleigh, NC. The WVABCA staff will function primarily as an autonomous entity that will benefit from corporate administrative support functions such as;

- Human Resources
- Drug Free Work Place Program
- Personnel Recruiting Services
- Financial and Accounting
- Labor relations
- Legal
- Affirmative Action
- Quality
- Performance Trend Analysis
- Safety
- Training
- Technical Augmentation

3.2 FINANCIAL MANAGEMENT AND ACCOUNTING

Prudent financial management is a key element of our corporate philosophy and the Project Manager's responsibility. While this contract is firm-fixed price to a point, we will continuously manage costs and will pass on efficiencies where we can. Our corporate office finance section will assist in tracking all costs to enable us to evaluate all operating costs to enable cost reductions where possible.

3.2.1 Cost Accounting and Control Coding

LB&B's primary cost accounting system is our DELTEK System located at our corporate office. The major components of this system are as follows:

- Labor Distribution
- Corporate Accounts Payable
- Payroll
- Journal Voucher Entry
- Project Disbursements
- General Ledger Control Pool
- Detail Ledger Report

Our Cost Accounting System is structured so that each project is tracked to ensure only that manpower, burden, materials, and support functions expended in support of that project's mission are accrued to it.



4.0 PRICING

LB&B Associates Inc. confirms that all labor costs, direct and indirect, have been determined and included in the proposed cost. Also included are the cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost. *We propose to direct, manage and operate the transportation activities of the Alcohol Beverage Control Administration, or its successor agency (hereinafter referred to as the ABCA) at the rate of \$2.08 per standard case of alcoholic liquors delivered to private retail liquor stores for the life of this contract.*

4.1 ADDITIONAL SERVICES

As we mentioned earlier, we have extensive experience in receiving, warehouse configuration and storage, warehouse management systems and vehicle loading. If there are any additional services the WVABCA would like LB&B employees to perform that are not appropriate for "per-case" pricing, we will gladly perform these services at an hourly rate of **\$ 35.00 per hour.**



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Solicitation No: ABCA118
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July 11, 2014

Ms. Evelyn Melton
Department of Administration, Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130

Reference: Solicitation ABCA118, for the Distribution and Transportation Services for the West Virginia Alcohol Beverage Control Administration, Charleston, West Virginia

Dear Ms. Melton:

LB&B Associates Inc, (LB&B) is pleased to submit our cost proposal in response to the referenced solicitation. This submission includes;

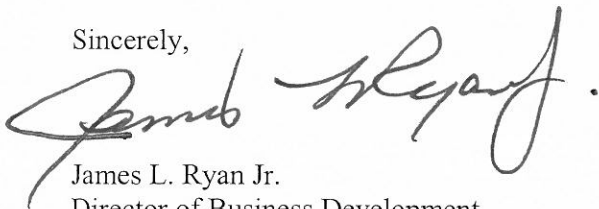
- Executed Solicitation ABCA118
- Executed Addendum 1
- Completed Attachment 5 – Pricing Page
- Completed Certification and Signature Page
- Completed Addendum Acknowledgement Form
- Completed Purchasing Affidavit
- West Virginia Certificate of Authority

We have reviewed and evaluated the solicitation, understand all requirements and are willing to continue to provide high quality personnel, vehicle and support equipment resources in the quantities required to support the customers' needs. Our vehicle fleet has been upgraded significantly since starting the current contract and we will continue to do so – ensuring a safe, reliable and responsive operation.

We appreciate the opportunity to submit this cost proposal and look forward to continuing to support the West Virginia ABCA operations in Nitro, WV. We believe that we have proven our capability and commitment to providing the best possible service to our WV ABCA customers throughout the State of West Virginia, and that our proposal offers the State of West Virginia the best possible value for the services required.

If you need more information or have any questions, please call myself or Mr. Rick Franz at (301) 596-2440, or by email at: jryan@lbbassociates.com, or rfranz@lbbassociates.com respectively.

Sincerely,



James L. Ryan Jr.
Director of Business Development

Enclosures



State of West Virginia
 Department of Administration
 Purchasing Division
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 Charleston, WV 25305-0130

Solicitation

NUMBER
ABCA118

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
EVELYN MELTON 304-558-7023

RFQ COPY

VENDOR

TYPE NAME/ADDRESS HERE
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SHIP TO

ALCOHOL BEVERAGE CONTROL
 COMMISSION
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 25302 304-558-2487

DATE PRINTED
06/04/2014

BID OPENING DATE: 07/15/2014 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
THE WEST VIRGINIA PURCHASING DIVISION IS SOLICITING BIDS ON BEHALF OF THE AGENCY, THE WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION (WVABCA) TO ESTABLISH AN OPEN-END CONTRACT WITH A QUALIFIED VENDOR TO PROVIDE DISTRIBUTION AND TRANSPORTATION SERVICES FOR LIQUOR BEVERAGES FROM WVABCA WAREHOUSE LOCATED AT 97 INDEPENDENT AVENUE, NITRO, WV 25143 PER THE SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS.						
0001	1	LS		962-24	\$2.08 per case	
***** THIS IS THE END OF RFQ ABCA118 ***** TOTAL: _____						

SIGNATURE	TELEPHONE 301-596-2440	DATE 11 July 2014
TITLE Chief Operating Officer	FEIN 56-1768228	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, 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

Solicitation

NUMBER
ABCA118

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
EVELYN MELTON 304-558-7023

RFQ COPY

VENDOR

TYPE NAME/ADDRESS HERE
 *B21113112 301-596-2440
 LB&B Associates Inc.
 9891 Broken Land Parkway, Suite 400
 Columbia, MD 21046

SHIP TO

ALCOHOL BEVERAGE CONTROL
 COMMISSION
 900 PENNSYLVANIA AVE
 4TH FLOOR
 CHARLESTON, WV
 25302 304-558-2487

DATE PRINTED
06/27/2014

BID OPENING DATE: 07/15/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
ADDENDUM ISSUED;						
1. TO PROVIDE ANSWERS TO VENDORS' QUESTIONS REGARDING TO ABOVE SOLICITATION. RESPONSE AND SAMPLES ARE ATTACHED.						
2. TO CORRECT THE SOLICITATION NUMBER STATED ON PAGE 4 OF THE ORIGINAL SOLICITATION: NOW READ: ABCA116 TO READ: ABCA118						
3. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.						
END OF ADDENDUM NO. 1						
0001	1	LS		962-24	\$2.08 per case	
DISTRIBUTION AND TRANSPORTATION SERVICES						

SIGNATURE	TELEPHONE 301-596-2440	DATE 11 July 2014
TITLE Chief Operating Officer	FEM 56-1768228	ADDRESS CHANGES TO BE NOTED ABOVE

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



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 Charleston, WV 25305-0130

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NUMBER
ABCA118

PAGE
2

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 *B21113112 301-596-2440
 LB&B Associates Inc.
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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ ABCA118 ***** TOTAL: _____						

SIGNATURE	TELEPHONE 301-596-2440	DATE 11 July 2014
TITLE Chief Operating Officer	FEIN 56-1768228	ADDRESS CHANGES TO BE NOTED ABOVE

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

ATTACHMENT 5

PRICING PAGE

West Virginia Alcohol Beverage Control Administration
 Distribution and Transportation Services
 Requisition Number: ABCA118

	Estimated Quantity	Vendor Rate	Extended Rate
Delivery rate per standard case (bids with a sliding scale of rates or index of rates will be disqualified)	690,000	\$ <u>2.08</u> per case	\$ <u>1,435,200.00</u>
Hourly Rate for transporting supplies & equipment	40 hour	\$ <u>35.00</u> per hour	\$ <u>1,400.00</u>
Total Cost			\$ <u><u>1,436,600.00</u></u>

VENDOR NAME (PRINT): LB&B Associates Inc.

VENDOR NUMBER: *B21113112

VENDOR SIGNATURE: 

DATE: 11 July 2014

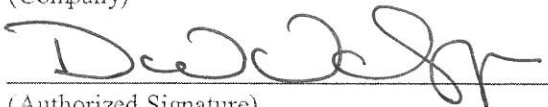
The contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost .

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.

LB&B Associates Inc.

(Company)



(Authorized Signature)

David Van Scoyoc, Chief Operating Officer

(Representative Name, Title)

301-596-2440

301-596-7879

(Phone Number)

(Fax Number)

11 July 2014

(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ABCA118

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.

LB&B Associates Inc.

Company



Authorized Signature

11 July 2014

Date

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

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"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 W. Va. Code § 23-2c-2, 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.

"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.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) 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 above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: LB&B Associates Inc.
Authorized Signature: [Signature] Date: 11 July 2014

State of Maryland

County of Carroll, to-wit:

Taken, subscribed, and sworn to before me this 11th day of July, 2014.

My Commission expires 8/16, 2017.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

State of West Virginia



Certificate

*I, Natalie E. Tennant, Secretary of State of the
State of West Virginia, hereby certify that*

L B & B ASSOCIATES INC.

Control Number: 99SM8

a corporation formed under the laws of North Carolina has filed its "Application for Certificate of Authority" to transact business in West Virginia as required by the provisions of the West Virginia Code. I hereby declare the organization to be registered as a foreign corporation from its effective date of January 4, 2012.

Therefore, I issue this

CERTIFICATE OF AUTHORITY

to the corporation authorizing it to transact business in West Virginia



*Given under my hand and the
Great Seal of the State of
West Virginia on this day of
January 4, 2012*

Natalie E. Tennant

Secretary of State



Business Entity Details

Main

Name: L B & B ASSOCIATES INC.		Organization Number: 304323		
Type: C	Sec Type:	City: COLUMBIA	Class: P	Ch Type: F
Eff Date: 1/4/2012	File Date: 1/4/2012	Term Date:	Term Reason:	AW/Term:
CH County:	Ch State: NC	Bus Purp:	Ex Acres:	Term Yrs:
Auth Shrs:	Cap Stck:	Status: Active	Par Val:	MGMT:

Addresses

Principal Office Address:	Name:	Addr1: 9891 BROKEN LAND PARKWAY	Addr2: SUITE 400	City: COLUMBIA	State: MD	Zip: 21046
Local Office Address:	Name:	Addr1: 97 INDEPENDENT AVE	Addr2:	City: NITRO	State: WV	Zip: 25143
Notice of Process Address:	Name: CT CORPORATION	Addr1: 5400 D BIG TYLER	Addr2:	City: CHARLESTON	State: WV	Zip: 25313
Mailing Address:	Name:	Addr1: 9891 BROKEN LAND PKWY #400	Addr2:	City: COLUMBIA	State: MD	Zip: 21046

Officers

President:	Name: F EDWARD BRANDON	Addr1: C/O 9891 BROKEN LAND PKY, STE 400	Addr2:	City: COLUMBIA	State: MD	Zip: 21046
Vice-President:	Name: DAVID VAN SCOYOC	Addr1: 9891 BROKEN LAND PKY #400	Addr2:	City: COLUMBIA	State: MD	Zip: 21046
Secretary:	Name: F FRANZ	Addr1: C/O 9891 BROKEN LAND PKY, STE 400	Addr2:	City: COLUMBIA	State: MD	Zip: 21046
Director:	Name: F EDWARD BRANDON	Addr1: 9891 BROKEN LAND PKY #400	Addr2:	City: COLUMBIA	State: MD	Zip: 21046

DBAs

No Records Found.

Names

No Records Found.

Mergers

No Records Found.

Subsidiaries

No Records Found.

Amendments

No Records Found.

Dissolutions

No Records Found.

Annual Reports

Filing For

Date Filed

2015

4/17/2014

2014

1/4/2013

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