


NOTICE

Please note that this bid from Wetland Studies & Solutions for CRFQ ADJ16*20 was received at the Purchasing Division office prior to the established bid opening date and time on April 21, 2016 as noted on the coversheet, but was unable to load properly through wvOASIS at the public bid opening. This bid has since been loaded and is now posted.

A handwritten signature in cursive script, reading "Diane Holley-Brown", written over a horizontal line.

Diane Holley-Brown
Assistant Purchasing Director



April 22, 2016

April 21, 2016 1:30 PM Electronic Solicitation Responses (ESRs)

ISSUE

On Thursday, April 21, 2016 1:52 PM, the Purchasing Division contacted the wvOASIS Finance Team because five centralized solicitations closed at 1:30 PM, but no electronic solicitation responses (or “ESRs”) were received. At that time, a Finance Team member observed that the 1:30 PM sync cycle was complete and successful (See Exhibit 1). The team member also found one decentralized ESR that interfaced successfully during the 1:30 PM sync cycle (SR 0211 ESR0420160000005077; see Exhibit 2). Based on this information, the team member advised the Purchasing Division that everything appeared to be in order.

At 3:19, the Purchasing Division contacted wvOASIS again after noticing ESRs in the system relating to the five centralized solicitations: CRFQs ADJ160000020, CPR160000001, DOT160000083, DOT160000086, and DNR160000028.

Exhibit 1

Job ID	Item Type	Catalog Id	Catalog Name	Job Name	User ID	Start Time	End Time	Run Status	Return Code	
✓ 446257	System Batch	127	Load to Advantage	DAFN012701_Load_to_Advantage_127	batch	04-21-2016 16:31:49	04-21-2016 16:31:56	Complete	Successful	View Log
446206	System Batch	127	Load to Advantage	DAFN012701_Load_to_Advantage_127	batch	04-21-2016 15:31:29	04-21-2016 15:31:32	Complete	Successful	View Log
446129	System Batch	127	Load to Advantage	DAFN012701_Load_to_Advantage_127	batch	04-21-2016 14:29:59	04-21-2016 14:30:13	Complete	Successful	View Log
446108	System Batch	127	Load to Advantage	DAFN012701_Load_to_Advantage_127	batch	04-21-2016 13:29:59	04-21-2016 13:30:03	Complete	Successful	View Log
446063	System Batch	127	Load to Advantage	DAFN012701_Load_to_Advantage_127	batch	04-21-2016 12:29:49	04-21-2016 12:29:53	Complete	Successful	View Log
445986	System Batch	127	Load to Advantage	DAFN012701_Load_to_Advantage_127	batch	04-21-2016 11:29:59	04-21-2016 11:30:01	Complete	Successful	View Log
445963	System Batch	127	Load to Advantage	DAFN012701_Load_to_Advantage_127	batch	04-21-2016 10:29:59	04-21-2016 10:30:01	Complete	Successful	View Log
445914	System Batch	127	Load to Advantage	DAFN012701_Load_to_Advantage_127	batch	04-21-2016 09:29:49	04-21-2016 09:29:54	Complete	Successful	View Log
445824	System Batch	127	Load to Advantage	DAFN012701_Load_to_Advantage_127	batch	04-21-2016 08:29:49	04-21-2016 08:29:53	Complete	Successful	View Log
445719	System Batch	127	Load to Advantage	DAFN012701_Load_to_Advantage_127	batch	04-21-2016 07:30:19	04-21-2016 07:30:40	Complete	Successful	View Log

Exhibit 2

The screenshot displays a web-based procurement system interface. At the top, a header bar contains the text: "Solicitation Response(SR) Dept: 0211 ID: ESR04201600000005077 Ver.: 1 Function: New Phase: Final Modified by batch_04/21/2016". Below the header, there are tabs for "General Information", "Contact", "Default Values", "Discount", and "Document Information". The "General Information" tab is active, showing the following details:

- Procurement Folder: 209322
- Procurement Type: Agency Purchase Order
- Vendor ID: 000000199924
- Legal Name: F M PLE HARDWARE CO INC
- Alias/DBA:
- Total Bid: \$1,000.00
- Response Date: 04/20/2016
- Response Time: 15:46

On the right side of the interface, the following information is displayed:

- SO Doc Code: ARFQ
- SO Dept: 0211
- SO Doc ID: GSD1600000162
- Published Date: 4/15/16
- Close Date: 4/21/16 (highlighted with a red box)
- Close Time: 13:00 (highlighted with a red box)
- Status: Closed
- Solicitation Description: Toro Lawn Mower Parts

BACKGROUND

The wvOASIS system is a web-based, enterprise-wide financial application that runs on multiple servers. When a vendor submits a Solicitation Response document in the Vendor Self Service (VSS) portal, the document remains sealed in the VSS electronic lockbox until the solicitation closing date and time are reached. Then, the responses are copied from the lockbox to the procurement folder by a synchronizing interface. The Purchasing Division is not able to access electronic solicitation responses until they are exported from the lockbox to the procurement folder. The synchronizing interfaces, or sync cycle, run every hour at the bottom of the hour, from 7:30 AM to 5:30 PM weekdays.

ANALYSIS

Members of the wvOASIS Technical Team identified the cause of the issue relating to the April 21, 2016 1:30 PM ESR documents. The system clocks on two wvOASIS servers were out of sync by a matter of seconds. This caused the 1:30 PM sync cycle to begin at 1:29 PM. Because the ESRs relating to the five centralized solicitations were not eligible to be interfaced until after their 1:30 PM closing time, they were not copied to their respective procurement folders until the completion of the 2:30 PM sync cycle. It should be noted that the decentralized ESR shown in Exhibit 2 had a closing time of 1:00 PM, making it eligible to be interfaced at 1:29 PM.

CONCLUSION

After careful review, it is our conclusion that the ESR documents relating the five centralized solicitations were received in the wvOASIS system prior to the 1:30 PM closing time and should be considered valid bids by the Purchasing Division. The specific ESR documents are:

CRFQ 0603 ADJ1600000020

Solicitation Response SR,0603,ESR04061600000004696,1
Solicitation Response SR,0603,ESR04191600000005013,1
Solicitation Response SR,0603,ESR04191600000005025,1
Solicitation Response SR,0603,ESR04201600000005072,1
Solicitation Response SR,0603,ESR04201600000005074,1
Solicitation Response SR,0603,ESR04201600000005079,1

CRFQ 0203 CPR1600000001

No solicitation responses received

CRFQ 0803 DOT1600000083

Solicitation Response SR,0803,ESR03281600000004481,1

CRFQ DOT1600000086

Solicitation Response SR,0803,ESR04201600000005078,1

Solicitation Response SR,0803,ESR04201600000005081,1

CRFQ DNR1600000028

Solicitation Response SR,0310,ESR04211600000005085,1

Solicitation Response SR,0310,ESR04211600000005092,1



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header

List View

- General Information**
- Contact
- Default Values
- Discount
- Document Information

Procurement Folder: 203105

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 0603

Vendor ID:

SO Doc ID: ADJ1600000020

Legal Name: WETLAND STUDIES & SOLUTIONS

Published Date: 4/14/16

Alias/DBA:

Close Date: 4/21/16

Total Bid: \$42,700.00

Close Time: 13:30

Response Date:

Status: Closed

Response Time:

Solicitation Description:

Total of Header Attachments: 0

Total of All Attachments: 0



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder : 203105
Solicitation Description : ADDENDUM 1 BAT SURVEY-CAMP DAWSON
Proc Type : Central Purchase Order

Date issued	Solicitation Closes	Solicitation No	Version
	2016-04-21 13:30:00	SR 0603 ESR04201600000005079	1

VENDOR
000000198575 WETLAND STUDIES & SOLUTIONS

FOR INFORMATION CONTACT THE BUYER
 Crystal Rink
 (304) 558-2402
 crystal.g.rink@wv.gov

Signature X **FEIN #** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Bat Survey-Endangered Species Mgmt Plan-Camp Dawson				\$42,700.00

Comm Code	Manufacturer	Specification	Model #
77111507			

Extended Description : Critical Fauna Survey and Endangered Species Management Plan for the Indiana Bat and the Northern Long-Eared Bat



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation

Proc Folder: 203105
 Doc Description: ADDENDUM 1 BAT SURVEY-CAMP DAWSON
 Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-04-14	2016-04-21 13:30:00	CRFQ 0603 ADJ1600000020	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:
 Wetland Studies and Solutions, Inc.
 5300 Wellington Branch Drive, Suite 100
 Gainesville, Virginia 20155
 703-679-5600

FOR INFORMATION CONTACT THE BUYER

Crystal Rink
 (304) 558-2402
 crystal.g.rink@wv.gov

Signature X

FEIN # 54-1603789

DATE April 20, 2016

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA ARMY NATIONAL GUARD'S CAMP DAWSON ARMY TRAINING SITE'S ENVIRONMENTAL OFFICE, IS SOLICITING BIDS TO ESTABLISH A CONTRACT TO PROVIDE ALL PROFESSIONAL AND TECHNICAL PERSONNEL, LABOR, FACILITIES, EQUIPMENT, MATERIALS, TRANSPORTATION, AND SUPPLIES NEEDED FOR A CRITICAL FAUNA SURVEY AND DEVELOPMENT OF AN ENDANGERED SPECIES MANAGEMENT PLAN FOR THE INDIANA BAT AND THE NORTHERN LONG-EARED BAT PER THE ATTACHED.

INVOICE TO		SHIP TO	
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR		FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD	
CHARLESTON	WV25311	KINGWOOD	WV 26537-1077
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Bat Survey-Endangered Species Mgmt Plan-Camp Dawson	1			\$42,700.00

Comm Code	Manufacturer	Specification	Model #
77111507			

Extended Description :

Critical Fauna Survey and Endangered Species Management Plan for the Indiana Bat and the Northern Long-Eared Bat

SCHEDULE OF EVENTS

Line	Event	Event Date
1	VENDOR QUESTION DEADLINE	2016-04-11

ADJ160000020	Document Phase Draft	Document Description ADDENDUM 1 BAT SURVEY-CAMP DAWSON	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ADJ160000020

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.

Wetland Studies and Solutions, Inc.

Company



Authorized Signature

April 20, 2016

Date

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

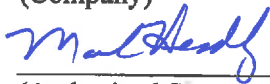
Revised 6/8/2012

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Wetland Studies and Solutions, Inc.

(Company)



Mark Headly, PWS, PWD, LEED AP
Operations Manager

(Authorized Signature) (Representative Name, Title)

703-679-5600, 703-679-5601, April 20, 2016

(Phone Number) (Fax Number) (Date)

REQUEST FOR QUOTATION
CRFQ ADJ1600000020
Critical Fauna Survey & Endangered Species Plan for Indiana Bats and Northern Long-
Eared Bats on Camp Dawson Army Training Site
Kingwood, WV (Preston Co.)

10. VENDOR DEFAULT:

10.1. The following shall be considered a vendor default under this Contract.

10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2. Failure to comply with other specifications and requirements contained herein.

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Cancellation of the Contract.

10.2.2. Cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Benjamin Rosner
Telephone Number: 703-679-5647
Fax Number: 703-679-5601
Email Address: brosner@wetlandstudies.com

EXHIBIT A
CRFQ ADJ1600000020

ALL LABOR, MATERIALS, EQUIPMENT, AND SUPPLIES NECESSARY TO CONDUCT CRITICAL FAUNA
SURVEY AND ENDANGERED SPECIES MANAGEMENT PLAN FOR THE INDIANA BAT AND
NORTHERN LONG-EARED BAT, ON CAMP DAWSON ARMY TRAINING SITE AT KINGWOOD, WV

BID FORM

The undersigned, hereafter called the Bidder, being familiar with and understanding the bidding documents; and being familiar with the required qualifications and the mandatory requirements of the Project with regards to the deliverables and associated timelines, hereby proposes to furnish labor, material, equipment, supplies, and transportation to perform the work as described in the bidding documents

BIDDERS COMPANY NAME: Wetland Studies and Solutions, Inc.

VENDOR ADDRESS: 5300 Wellington Branch Drive

Suite 100

Gainesville, Virginia 20155

TELEPHONE: 703-679-5600

FAX NUMBER: 703-679-5601

E-MAIL ADDRESS: mheadly@wetlandstudies.com

CONTRACT TOTAL BID:

Forty-two thousand seven hundred dollars

(\$ 42,700.00) *******(Contract bid to be written in words and numbers.)

The contract will be awarded to the Bidder with the lowest contract total bid meeting all of the specifications. Bidder understands that to the extent allowed by the West Virginia Code, the OWNER reserves the right to waive any informality or irregularity in any bid, or bids, and to reject any and all bids in whole or in part; to reject a bid not accompanied by the required bid security or by other data required by the bidding documents; to reject any conditions of the bid by the Bidder that is any way inconsistent with the requirements, terms, and conditions of the bidding documents; or to reject a bid that is in any way incomplete or irregular.

Failure to use this bid form may result in bid disqualification.

SIGNATURE:  DATE: April 20, 2016

NAME: Mark Headly, PWS, PWD, LEED® AP
(Please Print)

TITLE: Operations Manager

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.

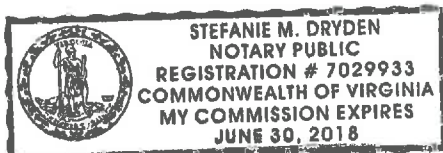
WITNESS THE FOLLOWING SIGNATURE:Vendor's Name: Wetland Studies and Solutions, Inc.Authorized Signature: *Mal Steady* Date: April 20, 2016State of VirginiaCounty of Prince William, to-wit:Taken, subscribed, and sworn to before me this 20 day of April, 2016.My Commission expires June 30, 2018, 2018.

AFFIX SEAL HERE

NOTARY PUBLIC

Stefanie M Dryden

Purchasing Affidavit (Revised 07/01/2012)





SHORT FORM CONTRACT PROFESSIONAL SERVICES AGREEMENT

CLIENT: State of West Virginia
ADDRESS: 2019 Washington Street E
Charleston, WV 25305

DATE: April 20, 2016
VIA E-MAIL: crystal.g.rink@wv.gov
PROJECT NAME: Camp Dawson Bat Survey

ATTENTION: Ms. Crystal Rink
WSSI PROPOSAL #: RFP1026

In response to CRFQ 0603 ADJ160000020, Wetland Studies and Solutions, Inc. (WSSI) will provide professional services in accordance with the scope of work outlined below. Note that we are only proposing an acoustic survey; no mist-netting is proposed, and WSSI does not currently employ staff qualified to mist-net.

SCOPE AND FEE

Task 1 – Summer Survey Work Plan

WSSI will prepare a Summer Survey Work Plan to conduct an acoustic survey for the Indiana bat and the northern long-eared bat. The work plan will include survey methodologies; methods for data collection, storage, and analyzation; formatting of results and reports; a breakdown of costs; and a proposed schedule for deliverables. Curriculum vitae of all primary researchers and technicians will be included.

Task 2 – Pre-Work Conference

WSSI will meet with Camp Dawson Environmental personnel to coordinate field surveys, use of Camp materials, and an outline for the work plan.

Task 3 – Submit Survey Work Plan to USFWS

WSSI will complete the work plan upon review by Camp Dawson and will submit and coordinate with USFWS for approval of the plan.

Task 4 – Agency Coordination for ESMP Input

WSSI will prepare a letter to initiate coordination with state, federal, and local natural resource agencies and other interested parties in regards to the development of the ESMP. The letter will inform the agencies of the development of the ESMP and request their input.

Task 5 – Acoustic Bat Survey

WSSI will conduct an acoustic bat survey in accordance with the approved work plan. Note that mist-netting and any follow-up surveys are specifically excluded from this scope.

Task 6 – Bat Survey Report

WSSI will analyze all collected acoustic data and will prepare a report of the findings. The report will include the methodologies employed, results, maps of survey areas and acoustic detector locations, and photographs of the survey areas. Upon approval of the draft report by Camp Dawson staff, a final report will be issued and provided to USFWS for their review.

Task 7 – Draft ESMP Preparation

WSSI will prepare a draft ESMP for the Indiana bat and the northern long-eared bat. The ESMP will be prepared in accordance with Army Policy, the ESA of 1973, and the National Environmental Policy Act (NEPA) of 1969, as amended (42 USC 4321). At a minimum the draft plan will include compliance, goals and objectives, species life history, species habitat requirements, management strategies and actions, consultation and coordination, inventory and monitoring, summary of available data sources, identification of data gaps, and acronyms. Line numbers will be provided on each page to aid in review and comment process.

Task 8 – Final ESMP

Upon receipt of written comments on the draft ESMP, WSSI will prepare the final ESMP based on the comments received.

Deliverables

- Start-up letter and approved work plan, within 30 days of award.
- Draft Survey report no later than August 15, 2016. Three copies will be provided (2 hard copies and 1 electronic).
- Final Survey report no later than October 15, 2016. Three copies will be provided (2 hard copies and 1 electronic), and GIS SDSFIE 2.6 compliant layers in electronic submission.
- Draft ESMP by October 15, 2016. Three copies will be provided (2 hard copies and 1 electronic).
- Final ESMP by November 15, 2016. Four copies will be provided (3 hard copies and 1 electronic).

Total Cost: Lump Sum of \$42,700.00

Thank you for the opportunity to present this proposal.

CLIENT ACCEPTANCE:

Accepted by: _____

Date: _____

Sincerely,
Wetland Studies and Solutions, Inc.



Benjamin N. Rosner, PWS, PWD, CE, CT
Manager – Environmental Science