

**ACE**

**Hardware**

600 Bluefield Ave.  
Bluefield, WV 24701  
304/327-6118

"Ace is the place with  
the Helpful Hardware Man"™

Mr. Citizen



**CITIZENS  
BUILDING  
SUPPLY**



**LAND HOME CENTER**

BUILDING MATERIALS - LUMBER - PLUMBING - ELECTRICAL - PAINT - KITCHENS - HARDWARE - TOOLS & MORE

FAX NO. (304) 325-2030

FAX MESSAGE DATE 4/26/17 FAX NO. 304-558-3970  
TO Purchasing Division FROM DAVID SWAYER  
AT \_\_\_\_\_ PAGE (1) OF 10 PAGES

Bid Submission for Solicitation  
CRF# 0310 DNR 170000004A  
Folder 303513

Please acknowledge receipt:

04/27/17 09:15:44  
600 Purchasing Division

304-325-2030 FAX

or

[cbsi.sarverecitlink.net](http://cbsi.sarverecitlink.net)

Thanks  
*David Swayer*



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

State of West Virginia  
 Request for Quotation  
 06 -- Building Supply

Proc Folder: 303513

Doc Description: Addendum 1 - Open End Contract for Cottage Roofing Materials

Proc Type: Central Master Agreement

| Date Issued | Solicitation Closes    | Solicitation No         | Version |
|-------------|------------------------|-------------------------|---------|
| 2017-04-14  | 2017-04-27<br>13:30:00 | CRFQ 0310 DNR1700000044 | 2       |

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

Vendor Name, Address and Telephone Number:

Citizens Building Supply  
 600 Bluefield Avenue  
 Bluefield WV 24701  
 (304) 327-6118

OASIS Vendor Number  
 199748

FOR INFORMATION CONTACT THE BUYER

Brittany E Ingraham  
 (304) 558-2157  
 brittany.e.ingraham@wv.gov

Signature X 

FEIN # 55-0143640

DATE 04/25/2017

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

**Addendum**

Addendum No.01 issued to publish and distribute the attached information to the vendor community.

\*\*\*\*\*

**Request for Quotation**

The West Virginia Purchasing Division is soliciting bids on behalf of the WV Division of Natural Resources, Parks and Recreation Division, to establish an Open-End contract for the materials to repair three (3) cottage roofs located at Pipestem Resort State Park, Pipestem, WV 25979, per the bid requirements, specifications, terms, and conditions attached to this solicitation.

|   |   |
|---|---|
| DIVISION OF NATURAL RESOURCES<br>PARKS & RECREATION-PEM SECTION<br><br>324 4TH AVE<br><br>SOUTH CHARLESTON                      WV25305<br><br>US | SUPERINTENDENT<br>DIVISION OF NATURAL RESOURCES<br>PIPESTEM STATE PARK<br><br>3405 PIPESTEM DR<br><br>PIPESTEM                                      WV 25979-0150<br><br>US |
|---|---|

| Line | Comm Ln Desc      | Qty     | Unit Issue | Unit Price | Total Price  |
|------|-------------------|---------|------------|------------|--------------|
| 1    | Roofing materials | 0.00000 | EA         | 1          | \$ 36,750.85 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 30151500  |              |               |         |

**Extended Description :**

Please complete Exhibit A Pricing Page (provide a total cost for all commodity lines if entering bid via wvOasis).

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:**

**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.

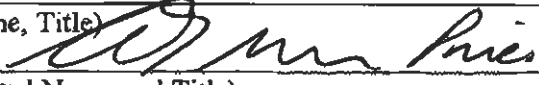
Citizens Building Supply  
Company

  
Authorized Signature

4/25/2017  
Date

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

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Tripper Thomas, President  
 (Name, Title)  
  
 (Printed Name and Title)  
P O Box 1668 Bluefield WV 24701  
 (Address)  
(304) 327-6118 Fax (304) 325-2030  
 (Phone Number) / (Fax Number)  
cbsi@citlink.net  
 (email address)

**CERTIFICATION AND SIGNATURE:** 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.

Citizens Building Supply and Home Center, Inc.  
(Company)

  
Tripper Thomas, President  
 (Authorized Signature) (Representative Name, Title)

Carl "Tripper" Thomas, President  
 (Printed Name and Title of Authorized Representative)

04/25/2017  
 (Date)

(304) 327-6118 Fax (304) 325-2030  
 (Phone Number) (Fax Number)

Revised 01/18/2017

**REQUEST FOR QUOTATION**  
**West Virginia Division of Natural Resources-Parks and Recreation Section**  
**Pipestem Resort State Park – Contract for Cottage Roof Materials**

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

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

7.2.3 Any other remedies available in law or equity.

**8. MISCELLANEOUS:**

8.1 **No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

8.2 **Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

8.3 **Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

8.4 **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. (please write legibly)

**Contract Manager:** David Sarver

**Telephone Number:** (304) 327-6118

**Fax Number:** (304) 325-2030

**Email Address:** cbsi.sarver@citlink.net

WV-10  
Approved / Revised  
12/16/15

# 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 Vendor Preference, if applicable.

1. **Application is made for 2.5% 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;
- Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; 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% 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% vendor preference for the reason checked:**

- Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,

4.  **Application is made for 5% 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% 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% 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.

7.  **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code §5A-3-59* and *West Virginia Code of State Rules*.**

- Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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) rescind the contract or purchase order; 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.

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: Citizens Bldg Supply

Signed: [Signature]

Date: 4/25/2019

Title: President

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

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 exceed 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: Citizens Building Supply and Home Center, Inc.

Authorized Signature: *Sandra K. Musick* Date: 4/20/2017

State of West Virginia

County of Mercer, to-wit:

Taken, subscribed, and sworn to before me this 20 day of April, 2017.

My Commission expires 2/3, 2019.

AFFIX SEAL HERE

NOTARY PUBLIC

*Tammy L. Blevins Radford*

Purchasing Affidavit (Revised 08/01/2015)

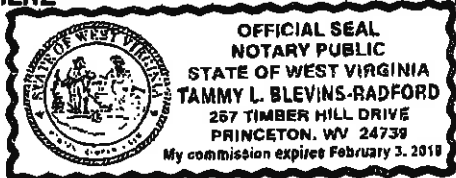




Exhibit A - Pricing Page  
 WV DNR Pipestem Resort State Park  
 Cottage Roof Materials

| Item   | Size  | Description  | Unit of Measure                        | Brand & Model (if applicable)    | Unit Price | Est. Quantity | Extended Price |
|--------|---|--|--|----------------------------------|------------|---------------|----------------|
| 3.1.1  | 10 feet x 100 feet x 60 mil thick                       | Black EPDM Rubber Roofing Membrane, pre-taped membrane   | Roll (as defined in Size Column)       | VERSICO<br># 322412              | \$660.00   | 7             | \$4,620.00     |
| 3.1.2  | 1 inch x 6 inches                                       | Black peel & stick pipe boots, EPDM  | Each (as defined in the Size Column)   | VERSICO<br># 309812              | \$39.00    | 24            | \$936.00       |
| 3.1.3  | 5 gallon containers                                     | Aqua-Base Bonding Adhesive for EPDM products, nonflammable   | Gallon (as defined in the Size Column) | VERSICO<br># 324002              | \$170.00   | 11            | \$1,870.00     |
| 3.1.4  | 1 gallon container                                      | Multi-purpose Primer/Cleaner, EPDM   | Gallon (as defined in the Size Column) | VERSICO<br># 302081              | \$29.50    | 6             | \$177.00       |
| 3.1.5  | 4 inches long   | Attachment screws, Galvanized star head #10 with 1/2" galvanized washers (450 pieces per box)  | Per box of 450 Pieces                  | VERSICO<br># 321528              | \$217.00   | 8             | \$868.00       |
| 3.1.6  | 12 inches x 50 feet x 40 mil thick                      | Black Flashing, peel and stick base, EPDM  | Roll (as defined in Size Column)       | VERSICO<br># 309773              | \$269.00   | 6             | \$1,614.00     |
| 3.1.7  | 3 inches wide x 100 feet long x 35 mil thick            | Black double-sided adhesive Seam Tape, EPDM  | Roll (as defined in Size Column)       | VERSICO<br># 301939              | \$68.00    | 12            | \$816.00       |
| 3.1.8  | 4 feet x 8 feet x 1/2 inch thick                        | B-C plywood, 4 ply minimum, exterior grade   | Each (as defined in Size Column)       | G.P. Georgia Pacific<br># BC1248 | \$21.40    | 220           | \$4,708.00     |
| 3.1.9  | 4 feet x 8 feet x 2 inches thick                        | Rigid Polyisocyanurate board. Provide quantity and type of galvanized 1 inches long mechanical fasteners as recommended by manufacturer.   | Each (as defined in Size Column)       | FIRESTONE<br># FIR2ISO           | \$29.98    | 220           | \$6,595.60     |
| 3.1.10 | 4 feet x 8 feet x 2 1/2 inches thick                    | Rigid Polyisocyanurate board. Provide quantity and type of 3.5 inches long galvanized mechanical fasteners as recommended by manufacturer. | Each (as defined in Size Column)       | FIRESTONE<br># FIR25ISO          | \$36.30    | 220           | \$7,986.00     |
| 3.1.11 | size is labeled on drawings - refer to drawings A1, A1A | Tapered Roof Insulation Package for a Two Bedroom Cottage per drawings of Rigid Polyisocyanurate board.                                    | 1131 square feet                       | VERSICO<br># VRS TX<br># VRS TY  | \$848.25   | 1             | \$848.25       |
| 3.1.12 | size is labeled on drawings - refer to drawings A2, A2A | Tapered Roof Insulation Package for a Three Bedroom Cottage per drawings of Rigid Polyisocyanurate board.                                  | 1596 square feet                       | VERSICO<br># VRS TX<br># VRS TY  | \$1,197.00 | 1             | \$1,197.00     |

APR-27-2017 21:24 From: To: 13045583970 Page: 9/10 P009 Apr 27 2017 09:14am

Apr 27 2017 09:14am

Page: 10/10

To: 13045583970

APR-27-2017 21:24 From:

|       |   |   |                                  |                                 |            |     |             |
|-------|---|---|----------------------------------|---------------------------------|------------|-----|-------------|
| .1.13 | size is labeled on drawings - refer to drawings A3, A3A | Tapered Roof Insulation for a Four Bedroom Cottage per drawings of Rigid Polyisocyanurate board | 1920 square feet                 | VERSICO<br># VRS TX<br># VRS TY | \$1,440.00 | 1   | \$1,440.00  |
| .1.14 | 4 feet x 8 feet x 1/2 inch thick                        | Mat Cover Board   | Each (as defined in Size Column) | VERSICO<br># 05 HPR             | \$9.30     | 220 | \$2,046.00  |
| .1.15 | 2 inch x 4 inch x 12 feet                               | Kiln dried SPF lumber, pressure treated for above ground use                                    | Each (as defined in Size Column) | FORTRESS<br># TP 20412          | \$7.35     | 140 | \$1,029.00  |
|       |   |   |                                  |                                 |            |     | \$36,750.85 |