



97-14<sup>th</sup> Street  
Wheeling, WV 26003  
304.232.5550 (T)  
304.233.2512 (F)  
mail@cerrone1.com

June 13, 2018

Jessica Chambers  
Bid Clerk Department of Administration  
Purchasing Division  
2019 Washington St. East  
Charleston, WV 25305

RE: Various Public Water Supply Utilities  
Source Water Protection Plans

Dear Ms. Chambers:

Cerrone Associates, Inc. is pleased to submit the following proposal for Professional Engineering Services for the above referenced project. This proposal demonstrates our interest, qualifications, and capabilities in regard to this project.

Cerrone Associates, Inc. has over 50 years of experience in civil engineering consulting, and a solid list of repeat clientele to prove it.

We are uniquely qualified for this bid for three reasons:

- 1) We have a solid group of highly tenured associates.** Our key engineers, surveyor and administrators have been at our company an average of 29 years! This experience is very rare in today's consulting world.
- 2) We have ample Source Water Protection Plan experience in West Virginia.** Working with two regional councils, we have completed eleven Round 3 and 4 plans in the last three years.
- 3) Those same highly tenured associates are the ones who have SWPP experience and will be working on yours.** Unlike some other consulting companies in the state, we do not source out this work to sub consultants who have no water system design experience.

Company qualifications are enclosed. We believe that our proposal is complete in providing you with an overview of our team's capabilities and an extensive list of clients and agency references. However, if you would like additional information on any portion of our proposal to assist your review process, please do not hesitate to contact us.

RECEIVED

2018 JUN 14 PM 12: 26

WV PURCHASING  
DIVISION





We are in compliance with all applicable state and federal requirements in regard to civil rights, equal employment opportunity, and other related matters.

The opportunity to offer our services is appreciated. We look forward to discussing our capabilities with you.

Respectfully,

CERRONE ASSOCIATES, INC.

A handwritten signature in black ink, appearing to be "D. Cerrone", written in a cursive style.

Dominick P. Cerrone, PE  
Director of Engineering

DPC/cd

Encl.

*Thanks for the opportunity!*





*Proposal to provide services for*

**Various Public Water Supply  
Utilities**

**Source Water Protection Plans**



*designing West Virginia's future*

**June 19, 2018**



June 13, 2018

97-14<sup>th</sup> Street  
Wheeling, WV 26003  
304.232.5550 (T)  
304.233.2512 (F)  
mail@cerrone1.com

Jessica Chambers  
Bid Clerk Department of Administration  
Purchasing Division  
2019 Washington St. East  
Charleston, WV 25305

RE: Various Public Water Supply Utilities  
Source Water Protection Plans

Dear Ms. Chambers:

Cerrone Associates, Inc. is pleased to submit the following proposal for Professional Engineering Services for the above referenced project. This proposal demonstrates our interest, qualifications, and capabilities in regard to this project.

Cerrone Associates, Inc. has over 50 years of experience in civil engineering consulting, and a solid list of repeat clientele to prove it.

We are uniquely qualified for this bid for three reasons:

- 1) We have a solid group of highly tenured associates.** Our key engineers, surveyor and administrators have been at our company an average of 29 years! This experience is very rare in today's consulting world.
- 2) We have ample Source Water Protection Plan experience in West Virginia.** Working with two regional councils, we have completed eleven Round 3 and 4 plans in the last three years.
- 3) Those same highly tenured associates are the ones who have SWPP experience and will be working on yours.** Unlike some other consulting companies in the state, we do not source out this work to sub consultants who have no water system design experience.

Company qualifications are enclosed. We believe that our proposal is complete in providing you with an overview of our team's capabilities and an extensive list of clients and agency references. However, if you would like additional information on any portion of our proposal to assist your review process, please do not hesitate to contact us.





We are in compliance with all applicable state and federal requirements in regard to civil rights, equal employment opportunity, and other related matters.

The opportunity to offer our services is appreciated. We look forward to discussing our capabilities with you.

Respectfully,

CERRONE ASSOCIATES, INC.

A handwritten signature in black ink, appearing to be "D. Cerrone", written in a cursive style.

Dominick P. Cerrone, PE  
Director of Engineering

DPC/cd

Encl.

*Thanks for the opportunity!*



---

# The Details

Find out how Cerrone Associates, Inc. is the right consulting engineer for all Source Water Protection Plans in West Virginia.

## Key Resumes

Chad Miller  
Dominick Cerrone, PE  
Jim Mayles, PE

## Experience

Past SWPPs  
Current SWIG PWS Clients

## References

## Proposed Staffing

## Communication

## Execution

## Mandatory Documents



Cerrone Associates, Inc. maintains operations out of its one and only office in Wheeling. We have specialized in public water and wastewater design for over a half century.



Our Associates are More Seasoned  
Than Most

# Key Resumes

We are one of the few firms in the state that have over 50 years of experience in public water systems, in all corners of the state.

Cerrone Associates, Inc. is proud to have a small but solid group of highly tenured associates that bucks the industry trend. *In fact, our top key five associates have an average of 29 years of commitment to Cerrone -- an extraordinary fact in today's corporate world!*

**And these are the same key personnel who will be working on the Source Water Protection Plans. Unlike other consulting firms that sub contract this work out to non engineers who have never designed public water treatment and distribution systems, our key personnel perform direct supervision and execution of all work on the plans.**

## Tenure of Associates at Cerrone

Associate	Years	SWPP
<i>Key Associates</i>		
Randy Cole	39	
Jim Ruckman, PS	39	
<b>Jim Mayles, PE</b>	<b>28</b>	<b>Specialist</b>
<b>Dominick P. Cerrone, PE</b>	<b>23</b>	<b>Specialist</b>
<b>Chad Miller</b>	<b>14</b>	<b>PM</b>
<i>Average, By Department</i>		
Engineering/Surveying/CAD	21	
Resident Project Rep	14	
Overall Average	19	

*Overall Average comprises all associates' tenures*



# Chad Miller

## Project Manager

*Mr. Miller currently serves a lead project manager at Cerrone. He joined the firm in March 2004, starting out learning the ropes as a Resident Project Representative (RPR).*

*In seven years, Mr. Miller worked his way to Project Manager and has become active in all phases of a project, from financial planning to design and construction. He also has mastered WaterCAD modeling for hydraulic systems. Chad provides troubleshooting and field supervision for both water and sewer projects and has become a key client liaison for projects.*



### Proficiencies

WaterCad Vi8 Water System Hydraulics  
RedZone Robotics Sewer TV Inspection  
WVBPH SWAPP Sourcewater Protection  
Plans

Years of Service at Cerrone: 14

### Education:

*BS, Business Administration, West Liberty University*

## SWPPs in the Last 5 Years

(direct supervision and production)

**Hughes River Water Board**  
*Ritchie County, WV*  
Round 3 and 4  
2015, 2016

**Claywood Park PSD**  
*Wood County, WV*  
Round 3  
2015

**City of Keyser**  
*Mineral County, WV*  
Round 3 & 4  
2015, 2016

**Town of Frankfort**  
*Mineral County, WV*  
Round 3  
2015, 2016

**Mount Storm PSD**  
*Grant County, WV*  
Round 3  
2015, 2016

**Town of Piedmont**  
*Mineral County, WV*  
Round 3  
2015, 2016

**City of Romney**  
*Hampshire County, WV*  
Round 3  
2015, 2016

**Pendleton County PSD Brandywine System**  
*Pendleton County, WV*  
Round 3 and 4  
2015, 2016

**Town of Franklin**  
*Pendleton County, WV*  
Round 3 and 4  
2015, 2016

**City of Moorefield**  
*Hardy County, WV*  
Round 3 and 4  
2015, 2016

**City of Petersburg**  
*Grant County, WV*  
Round 3 and 4  
2015, 2016



# Dominick Cerrone, PE

## President & Director of Engineering

*Mr. Cerrone joined the firm in 1995. His responsibilities include day to day oversight and direct supervision on all engineering work at the firm.*

*He serves as the principal in the preparation of feasibility and planning studies, funding strategies and applications, civil design including water and wastewater collection and treatment, construction management through construction start up, warranty, and serving as primary client liaison to clients.*



**Years of Service at Cerrone:** 23

#### **Education:**

*BS, Architecture, University of Virginia*

*BS, Civil Engineering, West Virginia University*

#### **Licenses:**

*West Virginia Professional Engineer*

*Ohio Professional Engineer*

*Pennsylvania Professional Engineer*

*Maryland Professional Engineer*

#### **Proficiencies**

WVIIDC, USDA Funding Applications

Cash Flow Statements

Storm Drainage, various methods

Pressure and Gravity Sewer Modeling

## Key Multiple and Single Source Analysis in the last 5 Years

#### **Central Hampshire PSD**

*Hampshire County, WV*

*Green Springs Water System*

*Format: Preliminary Engineering Report*

*2017*

#### **Claywood Park PSD**

*Wood County, WV*

*Main System*

*Format: Preliminary Engineering Report, SWPP Round 3*

*2015*

#### **Hughes River Water Board**

*Ritchie County, WV*

*Main WTP*

*Format: SWPP Round 3*

*2016*

#### **Pendleton County PSD**

*Pendleton County, WV*

*Brandywine Water System*

*Format: SWPP Round 3*

*2016*

#### **Town of Franklin**

*Pendleton County, WV*

*Main System*

*Format: SWPP Round 3*

*2016.*

#### **City of Romney**

*Hampshire County, WV*

*Main System*

*Format: SWPP Round 3*

*2016*

#### **Tyler County PSD**

*Tyler County, WV*

*Davenport Water System*

*Format: Preliminary Engineering Report*

*2015*

# Jim Mayles, PE

## Project Engineer

*Mr. Mayles joined the firm in 1990. He has focused over the years on particularly complex water and wastewater treatment facilities, along with sewer system hydraulics.*

*He also specializes in foundation, concrete and steel design. Mr. Mayles has extensive experience in his over 25 years at the company in system forensics and trouble shooting. He is particularly valuable with system startup of treatment plants.*



**Years of Service at Cerrone:** 28

**Education:**

*BS, Civil Engineering, University of Dayton*

**Licenses:** *West Virginia Professional Engineer*

**Proficiencies**

Pressure and Gravity Sewer Modeling  
Foundation Design  
Concrete Design  
Steel Design

## Key Generator Design in Last 5 Years

**Claywood Park PSD Newark Wastewater Treatment Plant**  
*Wood County, WV*  
2015

**Mason County PSD Lakin Camp Conley Wastewater Treatment Plant**  
*Mason County, WV*  
2013

**Claywood Park PSD Water Treatment Plant**  
*Wood County, WV*  
2015

**Village of Quaker City Wastewater Treatment Plant**  
*Guernsey County, OH*  
2014

**Pendleton County PSD Brandywine Water Treatment Plant**  
*Pendleton County, WV*  
2016

**Mineral Wells PSD Wastewater Treatment Plant**  
*Wood County, WV*  
2013

**Hughes River Water Treatment Plant**  
*Ritchie County, WV*  
2015

**Town of Frankfort Water Treatment Plant**  
*Mineral County, WV*  
2016

**Mount Storm PSD Water Treatment Plant**  
*Grant County, WV*  
2016

**Town of Piedmont Water Treatment Plant**  
*Mineral County, WV*  
2016

## Eleven Round 3 and 4 SWPPs Under Our Belt

# Experience

Cerrone Associates, Inc. has completed eleven Source Water Protection Plans in the last three years. Six of those included both Round 3 and 4 tasks.

The goal for each SWPP was to provide a thorough, clear, concise plan that was performed in as efficient and timely of a method as possible, given the multiple parties' time commitments involved.

The goal for each was met by quickly developing a tight but doable implementation schedule and sticking to it. To assist, a vital fact sheet questionnaire was developed by our office and reviewed with the PWS. This became the basis for all subsequent detailed work on the plans.

From there, an execution path was followed that successfully allowed us to complete each report. It is the same execution path we propose for the public water supply utilities that are part of this proposal.



**Chad Miller, Project Manager**  
304-232-5550 x110  
[cmiller@cerrone1.com](mailto:cmiller@cerrone1.com)

*Chad Miller served as the Project Manager on all 11 SWPP's, with Specialists Dominick Cerrone, PE and Jim Mayles, PE available for source analysis and generator design.*

PWS	Rounds	Time to Complete (months)
Hughes River Water	3, 4	4, 3
Claywood Park PSD	3	4
City of Keyser	3, 4	4, 4
Town of Frankfort	3	4
Town of Mount Storm	3	4
Town of Piedmont	3	4
City of Romney	3	4
Pendleton County PSD	3, 4	4, 4
Brandywine		
Town of Franklin	3, 4	4, 4
City of Moorefield	3, 4	4, 4
City of Petersburg	3, 4	4, 4
<b>Total SWPPs</b>	<b>11</b>	



We have designed these water sources

# Experience

Cerrone Associates, Inc. has been the consulting engineer for **7 of the 18 CPWSs** in this bid, and maintain active service to 6 of these. We have designed most of these systems and well sources, and we assisted the CPWSs manage growth and maintenance issues with these over the last 30 to 40 years.

## CPWSs Part of this Bid

Client	Since	Projects
City of Glen Dale	1978	Over 20
Mason County PSD Crab Creek	1979	Over 100
Mason County PSD Lakin District	1979	Over 100
Mason County PSD Letart	1979	Over 100
Tyler County PSD	1976	Over 20
Grandview- Doolin PSD	1980	Over 5
Union Williams PSD	1976	Over 20
<b>Total CPWS Clients</b>	<b>7</b>	

*Mason County PSD maintains the largest rural public waters system in the state with almost 500 miles of line and over 5,000 customers. We have designed all their public water sources, including Crab Creek, Lakin, and Letart.*

*We have designed both the well fields at Ben's Run and Davenport for the Tyler County PSD (previously Friendly PSD). We are in the process of assisting the PSD with an increase in capacity at the Davenport well field.*

*The Union Williams PSD well fields were designed by our firm.*

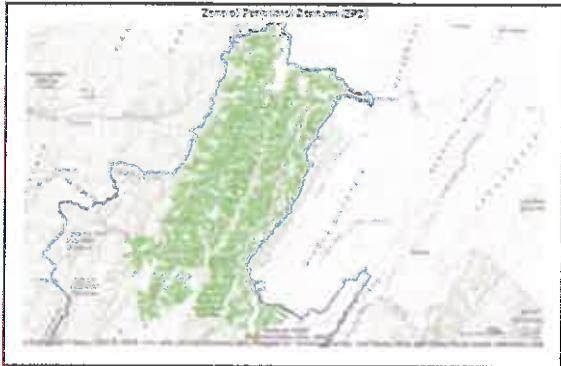
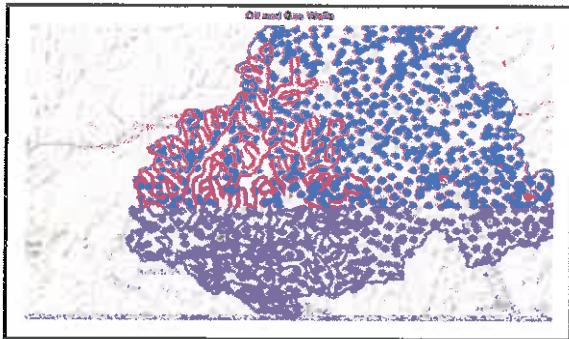


We Know Whom To Reach Out To

# References

Actions speak louder than words.

Our efforts to complete nine Source Water Protection Plans in a timely, communicative and thorough manner garnered compliments from Region 8, who was so impressed with our work that they considered us the ideal consultant to work on the plans.



## References



**Fred Rader, General Manager**  
Mid Ohio Valley Regional Council  
304-422-4998 | fred.rader@movrc.org



**Terry Lively**  
Region 8 Planning & Development Council  
304-257-2448 | tlively@region8.org



**Stacey Heavner**  
Region 8 Planning & Development Council  
304-257-2448 | sheavner@region8.org



**Monica Whyte**  
WV Bureau for Public Health  
304-725-9453 | monica.a.whyte@wv.gov



**J. Scott Rodeheaver**  
WV Office for Environmental Services  
304-356-4270

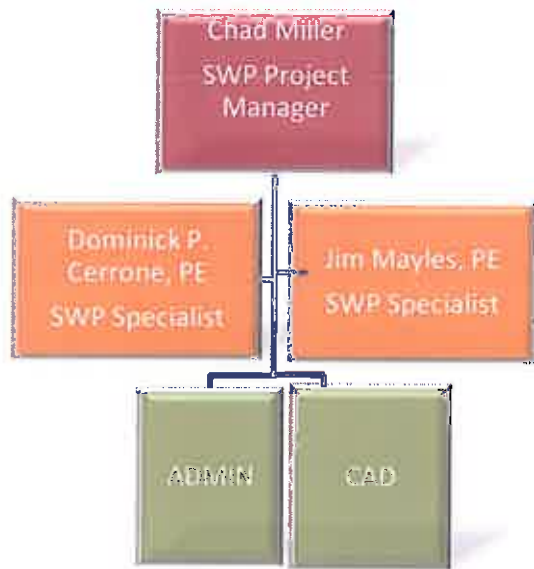


# Proposed Staffing

With eleven Source Water Protection Plans involving both Round 3 and 4 work under his belt, **Chad Miller (CM)** will maintain direct supervision over all Source Water Protection Plans.

Professional Engineers **Dominick P. Cerrone (DC)** and **Jim Mayles (JM)** will assist in areas requiring technical expertise.

**Administrative** personnel and **CAD** personnel will assist in production work.



<u>Tasks</u>	<u>Staff</u>
<b>Meetings</b>	
Project Initiation Meetings	CM
Project Closure Meetings	CM
<b>Early Warning Monitoring</b>	
	CM
<b>Contingency Plan Development</b>	
Multiple Source Analysis	CM, DC, JM
Single Source Analysis	CM, DC, JM
Generator	CM, JM
Future Needs	CM
<b>Protection Team Meetings</b>	
Contact Potential Members	CM
Public (Prep of materials)	CM, CAD, Admin
<b>Update PCS Inventory</b>	
Perform GIS Analysis Mapping	CM, CAD
Prepare maps of the PSSCs	CM, CAD
<b>Update Management Plan</b>	
Update with New Priorities	CM
Investigate protective strategies	CM
Investigate educational outreach	CM
Document raw water monitoring	CM
Enter information into template	CM, Admin
<b>Draft Communication Plan</b>	
	CM
<b>Communication</b>	
Weekly Calls/Email Reports	CM
Project Summary Report	CM, Admin
Project Management	CM, Admin
Accounting, Invoicing	Admin

The Cerrone Associates, Inc. team for the Source Water Protection Plans



---

# Communication

## Project Initiation Meeting

Chad Miller will conduct meeting with Office of Environmental Services, CPWS, and any regional representatives

## Protection Team Meetings

Chad Miller will conduct meeting with Office of Environmental Services, CPWS, team members and any public

## Follow Up Meetings

Chad Miller and staff will conduct follow up meetings with CWPS to provide general updates every two months, if not already addressed at Protection Team Meeting

## Weekly Calls

Chad Miller will be available to communicate and answer questions for all CWPS plans.

## Weekly Email Reports

Chad Miller will provide a weekly email update to all CWPSs at the end of each and every week

## Project Summary Report

Chad Miller and administrative staff will provide written letter reports of all progress and statuses to all CWPS at the end of each month, or if preferred, before each council or board meeting on a monthly basis.

## Project Closure Meeting

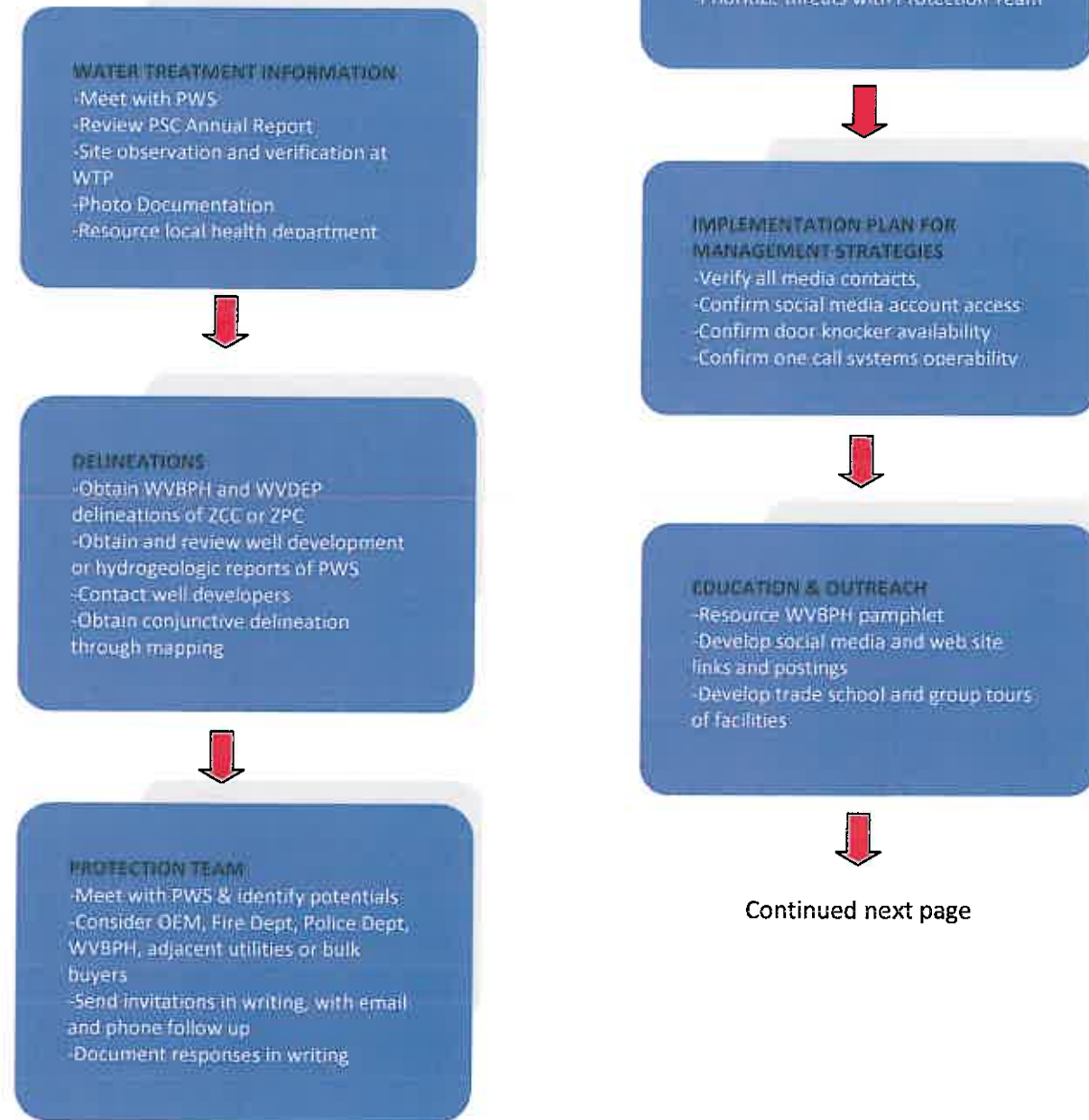
Chad Miller will conduct meeting with Office of Environmental Services, CPWS, any regional representatives and public.



## A Step by Step Recipe for Success

# Execution

The same execution path we successfully used for the eleven SWPPs completed by us in 2015 and 2016 are being proposed here.



Continued next page





## A Step by Step Recipe for Success

# Execution

(cont.)

### CONTINGENCY PLAN

#### CONTAMINATION

- Work with PWS to identify all isolation and diversion capabilities
- Review alternate source viability
- Perform hydraulic analysis of down time

#### POWER OUTAGE

- Establish generation needs by sizing generator and identifying sources
- Review any existing generation capability

#### FUTURE NEEDS

- Review Census data for past data, estimates, and develop population trends

- Identify a 5 and 20 year potential service area

- Identify future development
- Develop future needs based on combination of population trends, service area and future development

#### WATER LOSS

- Review PSC Annual Report
- Confirm with WTP records
- Develop plan for leak detection, tank inspection, leak listening, customer record updates

#### EARLY WARNING MONITORING

- Identify all accessible laboratories
- Confirm baseline data available
- Confirm presence of any existing state spill notifications
- Spec out monitoring equipment with pricing and contact information

### SINGLE SOURCE FEASIBILITY

- Conduct alternate source analysis
- Database existing adjacent utilities, water sources
- Confirm viability of each
- Develop costs and diagrammatic solutions



### COMMUNICATION PLAN

- Identify first and second speakers for PWS
- Identify where to meet
- Identify media contacts and social media protocol
- Identify emergency response contacts



---

# Mandatory Forms



**ADDENDUM ACKNOWLEDGEMENT FORM**

**SOLICITATION NO.:** LEO 0506 EHS180000001

**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 checked="" 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.

Cerrone Associates, Inc.

Company



Authorized Signature

06 13 18

Date

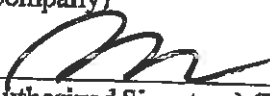
NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

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.

Dominick P. Cerrone, PE, President  
(Name, Title)  
Dominick P. Cerrone, PE, President  
(Printed Name and Title)  
97-14th Street Wheeling, WV 26003  
(Address)  
304-232-5550  
(Phone Number) / (Fax Number)  
dpcerrone@cerrone1.com  
(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.

Cerrone Associates, Inc.  
(Company)  
 President  
(Authorized Signature) (Representative Name, Title)  
Dominick Cerrone President  
(Printed Name and Title of Authorized Representative)  
06 13 18  
(Date)  
304-232-5550  
(Phone Number) (Fax Number)

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Cerrone Associates, Inc.

Authorized Signature: [Signature] Date: 06/13/18

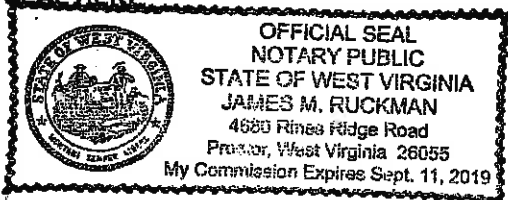
State of West Virginia

County of Marshall Co. to-wit:

Taken, subscribed, and sworn to before me this 13<sup>th</sup> day of June, 2018.

My Commission expires September 11<sup>th</sup>, 2019.

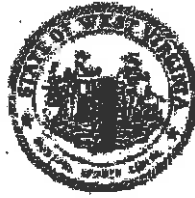
AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]  
Purchasing Affidavit (Revised 01/19/2018)

## West Virginia Ethics Commission



### Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$100,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

*"Business entity"* means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation.

*"Interested party"* or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

*"State agency"* means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

*This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: [ethics@wv.gov](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*

Revised October 7, 2017

West Virginia Ethics Commission  
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Cerrone Associates, Inc. address: 401 Main St.

Wheeling, WV 26003

Authorized Agent: Dominick P. Cerrone, PE Address: 401 Main St. Wheeling, WV 26003

Contract Number: \_\_\_\_\_ Contract Description: \_\_\_\_\_

Governmental agency awarding contract: \_\_\_\_\_

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

Dominick P. Cerrone, PE

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: 


Date Signed: 06 13 18

**Notary Verification**

State of West Virginia, County of Ohio:

I, Dominick P. Cerrone, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 13th day of June, 2018.

  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_

