



**West Virginia
Department of Agriculture**

**Warehouse Electrical Service
and Distribution System Upgrades**

CEOI 1400 AGR1800000002

03/07/18 10:01:17
Purchasing Division



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN



March 6, 2018

Guy Nisbet
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Dear Mr. Nisbet and Member of the Selection Committee;

McKinley & Associates is pleased to provide the West Virginia Department of Agriculture with our expression of interest to provide engineering/architectural designs for warehouse electrical service upgrade at the Food Distribution Program Warehouse at 4496 Cedar Lakes Road, Ripley, Jackson County, WV. As you review this submission, we emphasize the following strengths of McKinley & Associates with respect to your project:

McKinley & Associates has been providing design services since 1981. With offices in **Charleston** and **Wheeling, WV** and **Pittsburgh, PA**, we support a professional staff of **Engineers, Architects, Construction Administrators**, and more. Our staff also includes LEED Accredited Professionals specializing in Building Design and Construction (LEED AP BD+C) that have the experience to add energy efficient features into your project.

Both Tim E. Mizer, PE, RA, QCxP (your Project Engineer) and Michael J. Clark (your electrical engineering designer) have experience with similar projects. Not only have they designed similar projects, Mike Clark brings experience as an electrician on similar projects. Therefore, by having knowledge from the **design AND the construction ends**, we bring an added insight to this project that can help you save both time and money.

Our portfolio includes hundreds of projects that involve electrical upgrades in the tri-state area. Our philosophy regarding this type of work requires an intimate knowledge of the building so we can determine how to most effectively use the existing resources. Early activity includes carefully mapping out the building and formulating a plan of action for repairs. This process targets the areas of greatest need and helps to control cost. We find this approach is often the most effective.

Thank you for reviewing our submission and considering McKinley & Associates for your proposed project. We are ready to begin **immediately** and will meet all your **Goals and Objectives**. We are very excited about the possibility of working with you.

Sincerely,

Ernest Dellatorre
President

McKinley & Associates
(304) 233-0140
edellatorre@mckinleyassoc.com

For your convenience, we have ordered and answered our Expression of Interest by following your criteria listed in "SECTION THREE: PROJECT SPECIFICATIONS - Part 3. Qualifications and Experience".

"Vendors will provide information regarding its employees, such as staff qualifications and experience in completing similar projects ...

Your project will be managed by Tim E. Mizer, PE, RA, QCxP, our lead professional engineer, with assistance from Michael J. Clark Sr., an electrical engineering designer. Any architecture will be completed by Thomas R. Worlledge, AIA, LEED AP BD+C, REFP. Construction Administration services will be completed by Robert E. Smith.

Tim E. Mizer, PE, RA, QCxP will lead your project; being assigned as your "Project Manager" and main Point of Contact to the West Virginia Department of Agriculture. He is the liaison between the Department and our firm. He will be responsible for coordinating all the disciplines working on the design, which includes our in-house Engineering staff, Architectural staff, Construction Administrators, and more. Mr. Mizer is a very talented and unique professional being a **Professional Engineer**, a **Registered Architect**, as well as a **Qualified Commissioning Process Provider**. Mizer's background as an Engineer and Architect has provided him with a total understanding of the engineering components and the process necessary for integrating architectural design and building systems. Furthermore, as a commissioning provider he has been formally trained to fully understand how integrated systems function and how systems interface with others to run your building efficiently. Also, as our **Director of Operations**, Mr. Mizer's presence is a key to the design procedures required to coordinate the functionality of the engineering systems into the aesthetics of a building space. He has worked on numerous upgrade projects over the past 22 years he has been at McKinley & Associates.

Michael J. Clark Sr. is an **Electrical Engineering Designer** and a **Certified Journeyman Electrician** with over 20 years of governmental, industrial, commercial and residential experience. He is knowledgeable in all areas of the national electrical code and excels in analyzing and solving problems with various electrical controls and systems. Mr. Clark brings a cross-trained background to our projects, being skilled in both the design and the construction ends which gives him a unique ability to understand all aspects of a project. He is also adept in performing electrical & mechanical installations, maintenance and repairs; is seasoned as an Electrical Foreman and Superintendent on various job sites; and his key skills include Electrical Systems & Controls, Installations & Maintenance, Electrical Code, and much more. He has both designed similar projects, as well as installed similar projects.

Thomas R. Worlledge, AIA, LEED AP BD+C, REFP is a skilled **Architect** with over 30 years of experience, who has been the former President of the WV chapter of AIA, has received State and National design awards, and placed in National and Global design competitions. As a **LEED Accredited Professional specializing in Building Design & Construction**, he can help incorporate energy efficient aspects into this project. He has led multiple LEED projects and other energy-efficient projects; in fact, he designed the first LEED Certified school in West Virginia! He also designed the LEED Certified Building 55: West Virginia State Office Complex in Logan, West Virginia! He has been a member of the USGBC since 2001, was the first LEED AP in the state of West Virginia, and has served on the committee that sets the standards for the international energy code. He is also a **Founder & Chairman of the Board** for the US Green Building Council's West Virginia Chapter.

Robert E. "Bob" Smith is your **Construction Administrator (CA)**, who has a plethora of experience in contract management, project coordination, quality control and more. He has been a CA at McKinley & Associates since 2009; working on dozens of projects. He will observe the construction progress, will ensure that the contractor is following the construction documents, and much more.

First and foremost we can state that our large professional staff will devote whatever time is necessary to provide the West Virginia Department of Agriculture with a successful project. If our project team is chosen for this project; they are available to **start immediately** upon our being selected, and will provide the necessary hours to complete your project on time.

Our approach to design requires a dialog with the owners and the end users of the facility. This helps us to determine the present inadequacies with the electrical systems within this warehouse facility. We will send our team of professionals to complete a building evaluation of all the pertaining elements and existing conditions that will be included within the specific project, as well as documenting any Electrical Code deficiencies that will be addressed during the design. Throughout the design process, we can hold design workshops at the discretion of the owner to get the critical information needed to achieve a design that meets your needs and budget.

Our portfolio includes many projects that involve **electrical service and distribution systems upgrades**. These include renovations and new construction, and range from clients from various sectors of business including governmental, warehouse and distribution centers, office/commercial, and more.

Additionally, we have renovated numerous buildings and facilities while they were occupied. We also have experience with renovation/upgrade projects where we had to minimize the disruption to concurrent operations in the building; therefore, we might have to sequence/phase the new installations. We have vast experience with phasing from our hundreds of renovation projects, and will coordinate the upgrades as required.

All of our project managers, Engineers and Architects, write their own specifications for a project. By doing so, the specifications are written for - and pertinent to - only your project. Our firm utilizes a state of the art computer system, which allows all professionals to access our central computer server based in the Wheeling office. This system is operated by a full time MIS Director, who is responsible for daily backups and maintains the system integrity as to security and working efficiency. We are always connected to the internet.

We have completed multiple projects with similar scope, and recently completed projects such as the United States Postal Service - Parkersburg Carrier Annex & Hub Alternate Quarters, West Virginia Army National Guard - Williamstown AASF#1, Carenbauer's Wholesale Corporation - Distribution Warehouse, Ft. Henry Building, The Linsly School - Baner Hall, John Marshall Fieldhouse, Ohio County Schools - Madison Elementary, and the Boone County Schools - 5 school Electrical Upgrade project (included Nellis Elementary, Sherman Junior/Senior High, Whitesville Elementary, Van Elementary, & Van Junior/Senior High Schools), among others.

... references ...

We feel that the best way to demonstrate our strengths and leadership in electrical systems design and similar building types is by referring to our past and present clients. So that you don't only have to take our word for it; here is a list of references that we encourage you to call:

*Carenbauer Wholesale Corporation
Warehouse and Distribution Center
Mr. Carl Carenbauer
Carenbauer Wholesale Corporation
1900 Jacob Street
Wheeling, WV 26003
304 / 232-0522*

*Long Drain School
Mr. Jeff Lancaster
Treasurer/CFO
Wetzel County Schools
333 Foundry Street
New Martinsville, WV 26155
304 / 455-2441 x129*

*Banes Hall
Mr. Terry Depew
The Linsly School
60 Knox Lane
Wheeling, WV 26003
304 / 234-4616 x217*

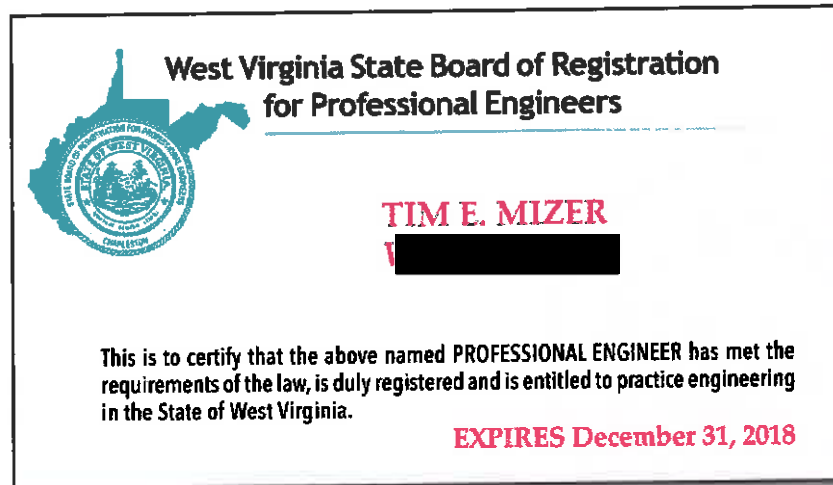
*Building 55: West Virginia State Office Complex
Mr. Robert P. Krause, PE, AIA
State of West Virginia
General Services Division
1900 Kanawha Boulevard East
Charleston, WV 25305
304 / 558-9018*

*Multiple USPS Projects throughout
West Virginia & Pennsylvania
Mr. Michael Douglass
United States Postal Service
27497 Albert Pick Road
Greensboro, NC 27498
336 / 665-2875*

*Cabela's Eastern Distribution Center
Mr. Rick Boccetti
Cabela's
1 Cabela's Drive
Sidney, Nebraska 69160
860 / 290-6251*

... copies of any staff certifications or degrees applicable to this project ...

Tim E. Mizer, PE, RA, QCxP (*your Project Engineer*) has a B.S. Architectural Engineer from Kansas State University (1983). He is a Registered Professional Engineer in West Virginia and Ohio. He is also a Qualified Commissioning Process Provider, and is a Registered Architect in Ohio. Included is a copy of his 2017-18 certification from the West Virginia State Board of Registration for Professional Engineers:



Michael J. Clark, Sr. (*your electrical engineering designer*) has an A-ATS Electrical Trade Technology from Jefferson Community College (2003), as well as an A-ATS Electro-Mechanical Engineering from Eastern Gateway Community College (2012). In addition, he is Certified in SMAW Weld Process & Basic Welding and Applications (2002), has a West Virginia Journeyman License, an Ohio Fire Alarm License, and is OSHA 30 Certified.

Thomas R. Worlledge, AIA, LEED AP BD+C, REFP (*your Architect*) has a Master of Architecture from Virginia Polytechnic Institute & State University (1992), as well as a B.S. Architectural Eng. Tech. from Fairmont State College, School of Technology (1983). He is a Registered Architect in West Virginia, Ohio, Pennsylvania, Tennessee, and Virginia. His West Virginia Board of Architects' Registration & Authorization to provide Architectural Services in West Virginia certificate number is 2874. He is a member of the American Institute of Architects, and is NCARB Certified. He is also a LEED Accredited Professional specializing in Building Design & Construction, among his other certifications and designations.

Robert E. Smith (*your construction administrator*) has a B.S. Behavioral Science / Human Factors Engineering from the United States Air Force Academy (1983), as well as an M.S. Industrial Engineering from the University of Pittsburgh (1989).

We can also provide more copies of certifications/degrees/licenses of other Professionals if you wish to see them.

In addition, copies of our firm's various licenses are found on the following pages.



CERTIFICATE

I, Ken Heckler, Secretary of State of the State of West Virginia, hereby certify that

by the provisions of Chapter 31, Article 1, Sections 27 and 28 of the West Virginia Code, the Articles of Incorporation of

McKINLEY & ASSOCIATES, INC.

conform to law and are filed in my office. I therefore declare the organization to be a Corporation for the purposes set forth in its Articles, with the right of perpetual existence, and I issue this

CERTIFICATE OF INCORPORATION

to which I have attached a duplicate original of the Articles of Incorporation.

Given under my hand and the Great Seal of the State of West Virginia, on this

FIFTEENTH day of
DECEMBER 19 89

Ken Heckler

Secretary of State



State of West Virginia



Certificate

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

MCKINLEY & ASSOCIATES, INC.

was incorporated under the laws of West Virginia and a Certificate of Incorporation was issued by the West Virginia Secretary of State's Office on December 15, 1989.

I further certify that the corporation has not been revoked by the State of West Virginia nor has the West Virginia Secretary of State issued a Certificate of Dissolution to the corporation.

Accordingly, I hereby issue this

CERTIFICATE OF EXISTENCE

Validation ID:0WV3W_CQTDH



*Given under my hand and the
Great Seal of the State of
West Virginia on this day of
October 27, 2015*

Natalie E. Tennant

Secretary of State

Notice: A certificate issued electronically from the West Virginia Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Certificate Validation Page of the Secretary of State's Web site, <https://apps.wv.gov/sos/businessentitysearch/validate.aspx> entering the validation ID displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate.



MCKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

**WEST VIRGINIA
STATE TAX DEPARTMENT
BUSINESS REGISTRATION
CERTIFICATE**

ISSUED TO:
**MCKINLEY & ASSOCIATES INC
32 20TH ST
WHEELING, WV 26003-3750**

BUSINESS REGISTRATION ACCOUNT NUMBER: **1040-9524**

This certificate is issued on: **06/28/2011**

*This certificate is issued by
the West Virginia State Tax Commissioner
in accordance with Chapter 11, Article 12, of the West Virginia Code*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.

atl.006 v.4
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CERTIFICATE OF *Authorization*

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

*The West Virginia State Board of Registration for Professional Engineers
having verified the person in responsible charge is registered in
West Virginia as a professional engineer for the noted firm, hereby certifies*

MCKINLEY & ASSOCIATES, INC.

C00366-00

Engineer in Responsible Charge: TIM E MIZER - WV PE 013169

*has complied with section §30-13-17 of the West Virginia Code governing
the issuance of a Certificate of Authorization. The Board hereby notifies you of its
certification with issuance of this Certification of Authorization for the period of:*

January 1, 2015 - December 31, 2017

providing for the practice of engineering services in the State of West Virginia.

IF YOU ARE REQUIRED TO REGISTER WITH THE SECRETARY OF STATE'S OFFICE,
PLEASE SUBMIT THIS CERTIFICATE WITH YOUR APPLICATION.



IN TESTIMONY WHEREOF, THE WEST VIRGINIA STATE BOARD OF
REGISTRATION FOR PROFESSIONAL ENGINEERS HAS ISSUED THIS COA
UNDER ITS SEAL AND SIGNED BY THE PRESIDENT OF SAID BOARD.

BOARD PRESIDENT



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

... proposed staffing plan ...

Our Engineering Team will approach all needs to correcting and improving the electrical service and distribution systems of the Agriculture Food Distribution Program Warehouse. They would first visit your facility and observe and document existing conditions and deficiencies while also speaking with facility personnel to better determine the scope of the issues being experienced, as well as define project goals. Design shall then take place, to provide a comprehensive solution for the electrical issues for the entire facility. The design shall be in accordance with NFPA 70, The National Electrical Code. The completed upgrade shall consist of robust equipment and design to provide years of reliable, safe operations, while providing your personnel with ease of maintenance and capability for expansion.

In addition, our Construction Administrators (CA) have an extra responsibility than what most firms' CAs have; our CAs are a part of the design process from Day 1 (they are not thrown into the project only when construction starts; they are here from the beginning), so they know the ins-and-outs of the project. Our CA has an important role as being the liaison between the Owner, Contractor, and Engineer and Architect. The primary objective of this service is to ensure completion of work the way the client wants it - as scheduled and as budgeted. Our CA will evaluate the quality of the work to verify that it meets the level required by clients; in addition, they will monitor the contractor's progress to ensure that they are following the Construction Documents. They will observe the construction progress, is responsible for all construction meetings and minutes, and will verify pay application and change orders.

... Descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met."

Carenbauer's Distribution Warehouse

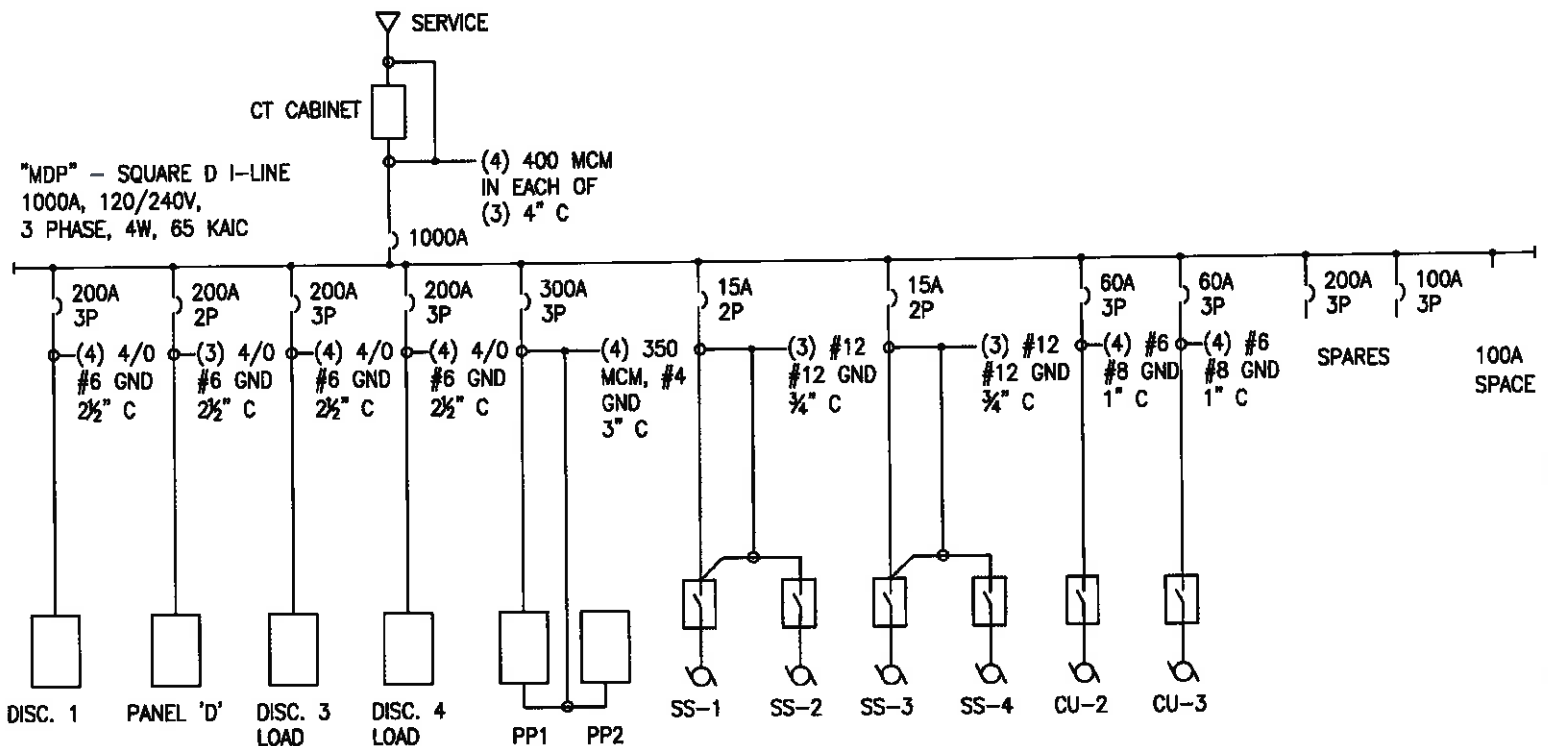
Location: Wheeling, West Virginia
Contact: Mr. Carl Carenbauer
 Carenbauer Wholesale Corporation
 1900 Jacob Street
 Wheeling, WV 26003
 304 / 232-0522

Type of Project: Commercial Distribution Warehouse

Project Description, Goals, and Objectives: The project was an 11,800 square foot warehouse expansion - as well as existing warehouse and office building renovations - of the Carenbauer Wholesale Corporation building. Carenbauer's presently carry over 100 brands of beer in 250 different types of packages, and they represent 15 different breweries across the US and world.

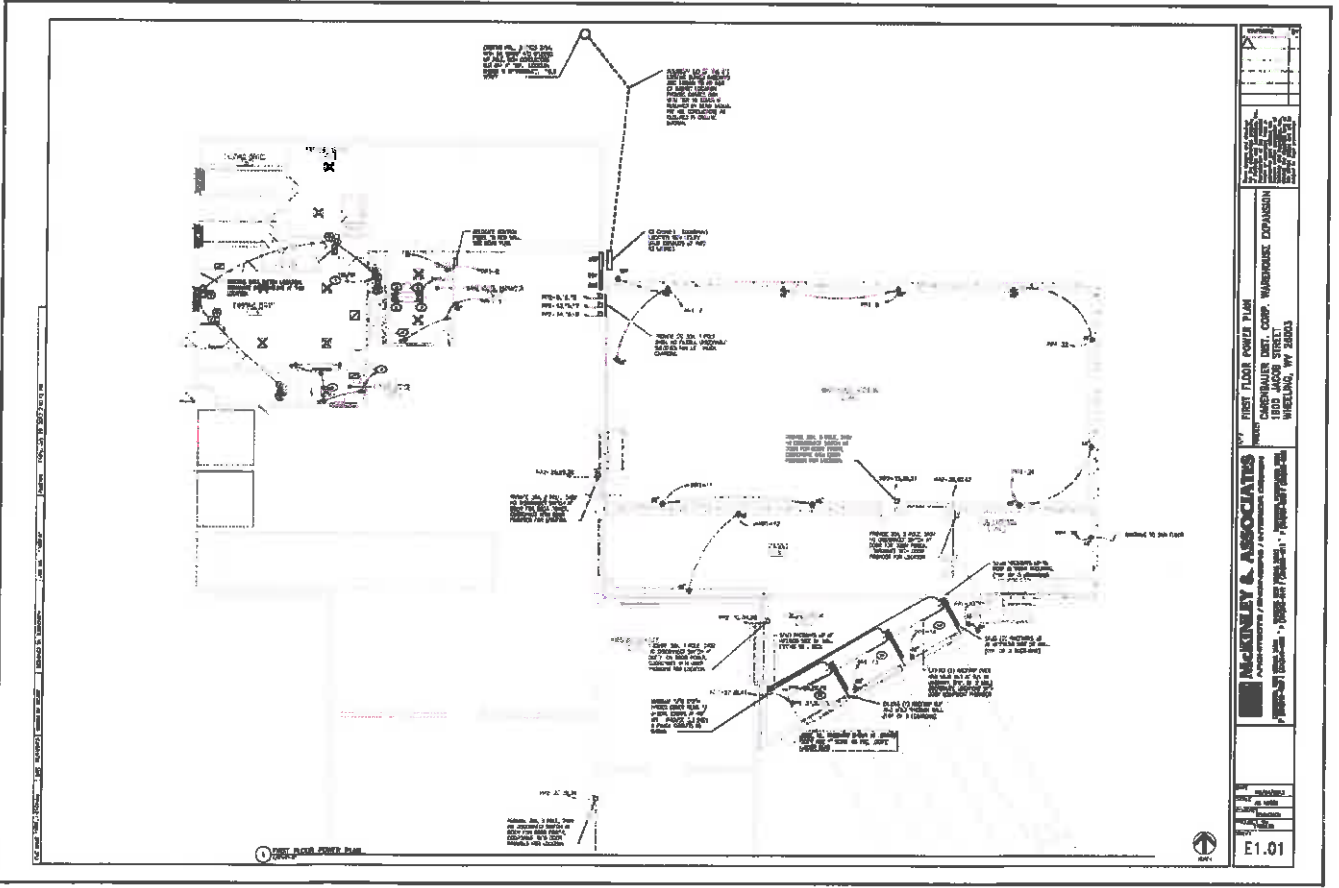
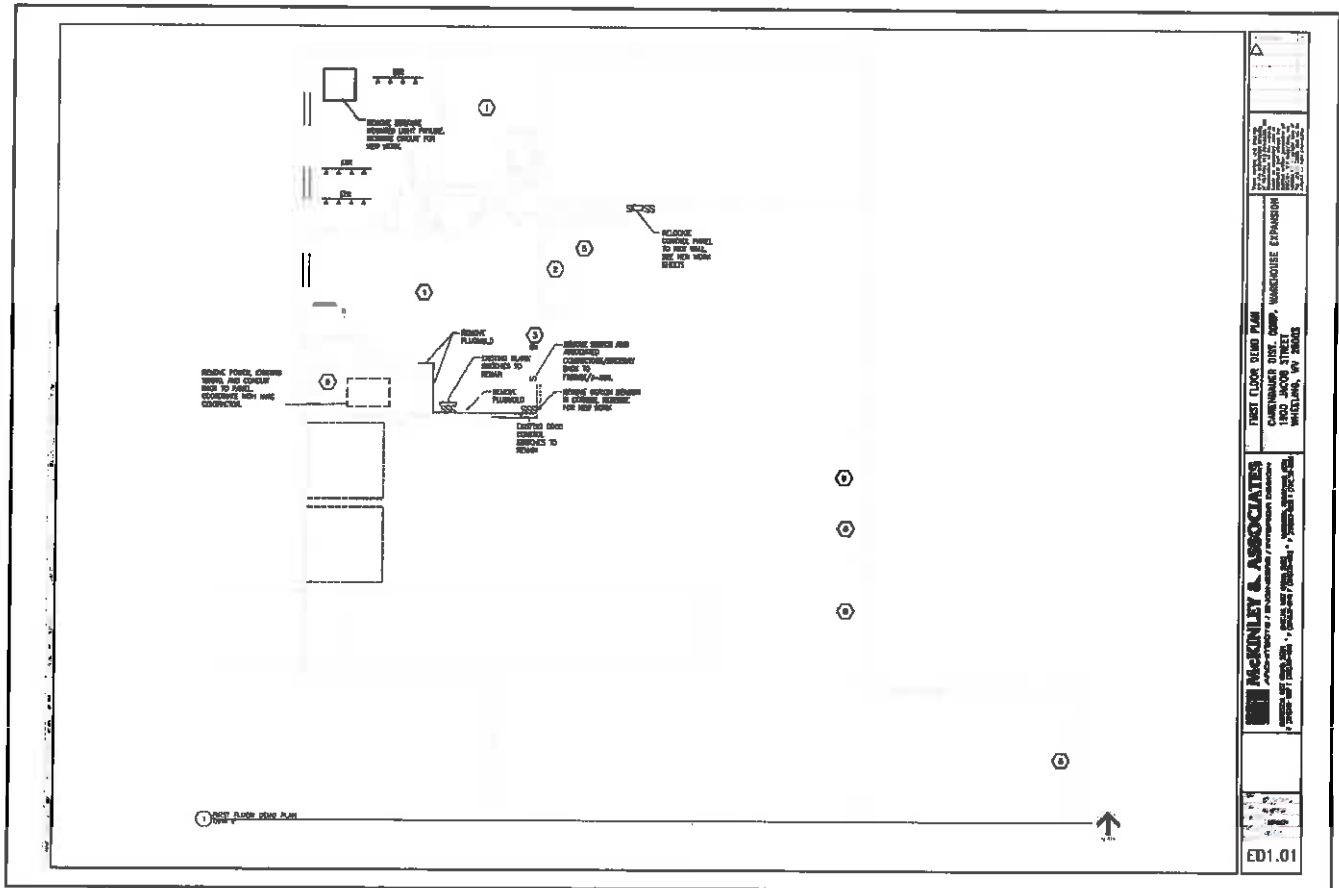
The building addition included a large open span cold storage warehouse with a 26' clear height ceiling. This room needs to have temperature setpoints for every month of the year, ranging from 60 to 67 degrees. The building addition holds a point-of-sales storage room and mezzanine, a staging area, and a loading dock. The renovations included the offices, conference room, kitchen, and men's restroom, as well as new women's restroom and a new warehouse manager office. Upgrades were made to electrical, HVAC, and plumbing in all areas of the addition.

The existing warehouse electrical distribution service was not large enough to handle the electrical loads required for the new construction. For the electrical system upgrades, the power was kept on while the addition was being constructed onto the existing building; and after all the new equipment was placed, there was only a minimal outage while the new electrical distribution was put in service.



1 ONE LINE DIAGRAM
 N.T.S.

Carenbauer's Distribution Warehouse



Banes Hall

Location: Wheeling, West Virginia

Contact: Mr. Terry Depew

The Linsly School

60 Knox Lane

Wheeling, WV 26003

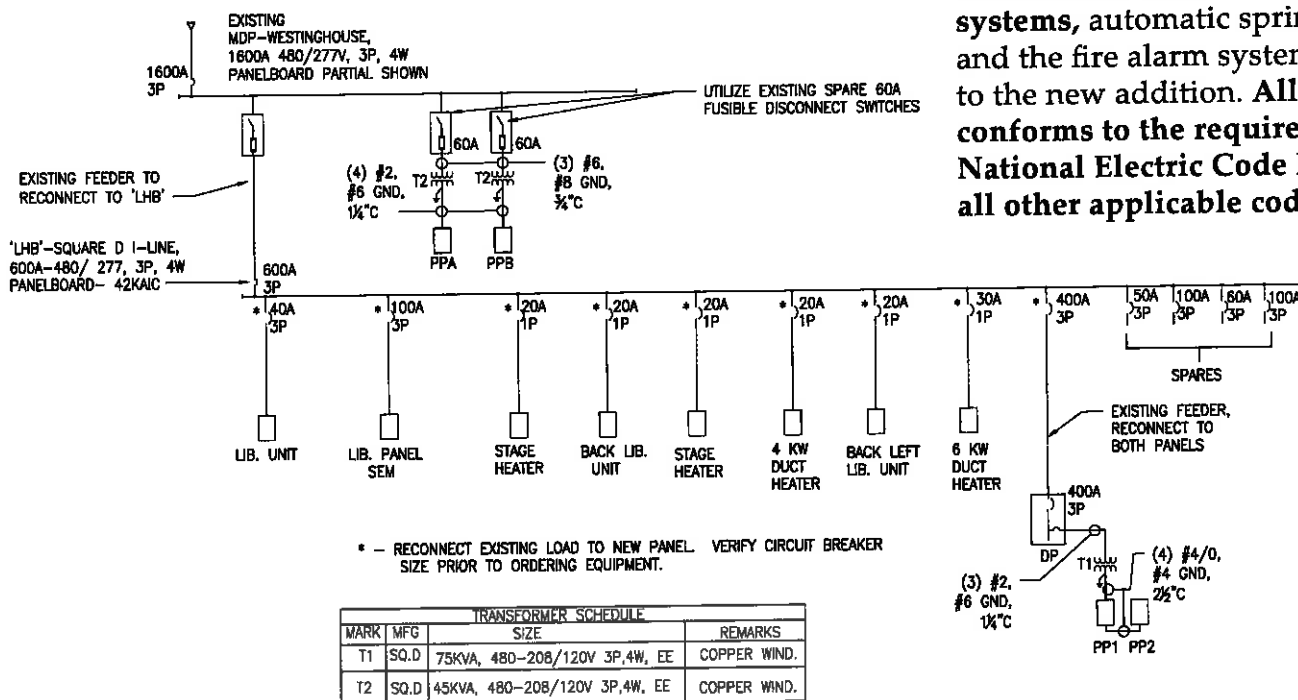
304 / 234-4616 x217

Type of Project: School

Project Description, Goals, and Objectives: The Linsly School was founded in 1814, and is a boarding and day school for students in grades 5-12. The school planned various campus improvements for their 200th Anniversary Campaign. This Campaign started with a master plan, involves multiple buildings, and will involve 3 Phases of construction. Phase I included the renovations of Behrens Memorial Gymnasium in the Stifel Field House, a new "Hall of Fame," as well as the **renovation and addition to Banes Hall**; the future Phase II will be a new Student Center; and Phase III will be a new Auditorium.

The main work on Phase II, the **3-story Banes Hall renovation and addition project**, was completed in 2014 for their 200th year, and improves the school's 80,000 SF primary academic building. **Most of the work was done during the school year when the building was fully occupied.** It was very important to design for flexibility to accommodate the increasing pace of new technology; much of the work addresses wireless access while improving their core technology spine and center. **Both the expansion and renovation included electrical, utilities, HVAC, fire alarm, and ADA.** There were multiple renovations, replacements, and upgrades which involved general building improvements, enhancement to 27 classrooms, and provided a technology rich library. **The existing electrical systems were replaced, utilizing the existing conduits to the extent possible; while at the same time maintaining system operation and limiting downtime of the system.** The 11,000+ square feet building addition and expansion provides additional classrooms, a high-tech distance learning lecture hall, multi-functional Alumni Lounge for meetings/gatherings, restrooms, elevator, landscaping, lighting. This expansion addresses access, includes tie-ins to all

mechanical, electrical, and plumbing systems, automatic sprinkler system, and the fire alarm system was extended to the new addition. All electrical conforms to the requirements of the National Electric Code NFPA 70, and all other applicable codes.



ONE LINE DIAGRAM
NTS

Parkersburg High School

Location: Parkersburg, West Virginia

Contact: Ms. Sue Woodward

Wood County Schools

1210 Thirteenth Street

Parkersburg, WV 26101

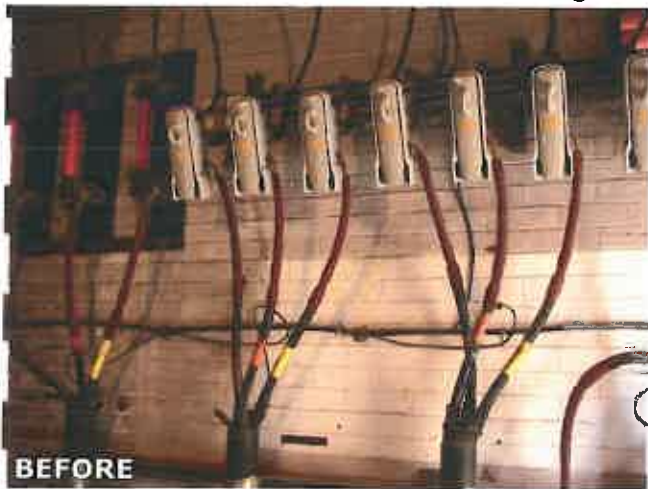
304 / 420-9663

Type of Project: School

Project Description, Goals, and Objectives: Parkersburg High School was founded in 1867 and was one of the first high schools in the state of West Virginia. The original building of the current structure was built in 1917, making it one of the oldest school buildings in West Virginia, and it is now grown to 254,000 SF to be one of the largest high school campuses in the state. Parkersburg High School was added to the National Register of Historic Places in 1992.

This \$20 million project includes a **renovation** of the original building, as well as **additions** of a 3-story science and cafeteria wing and an auxiliary gymnasium.

Being a historic school with a strong alumni association, it was paramount that the original historic caricature of the building remained intact. The original building features extensive



BEFORE



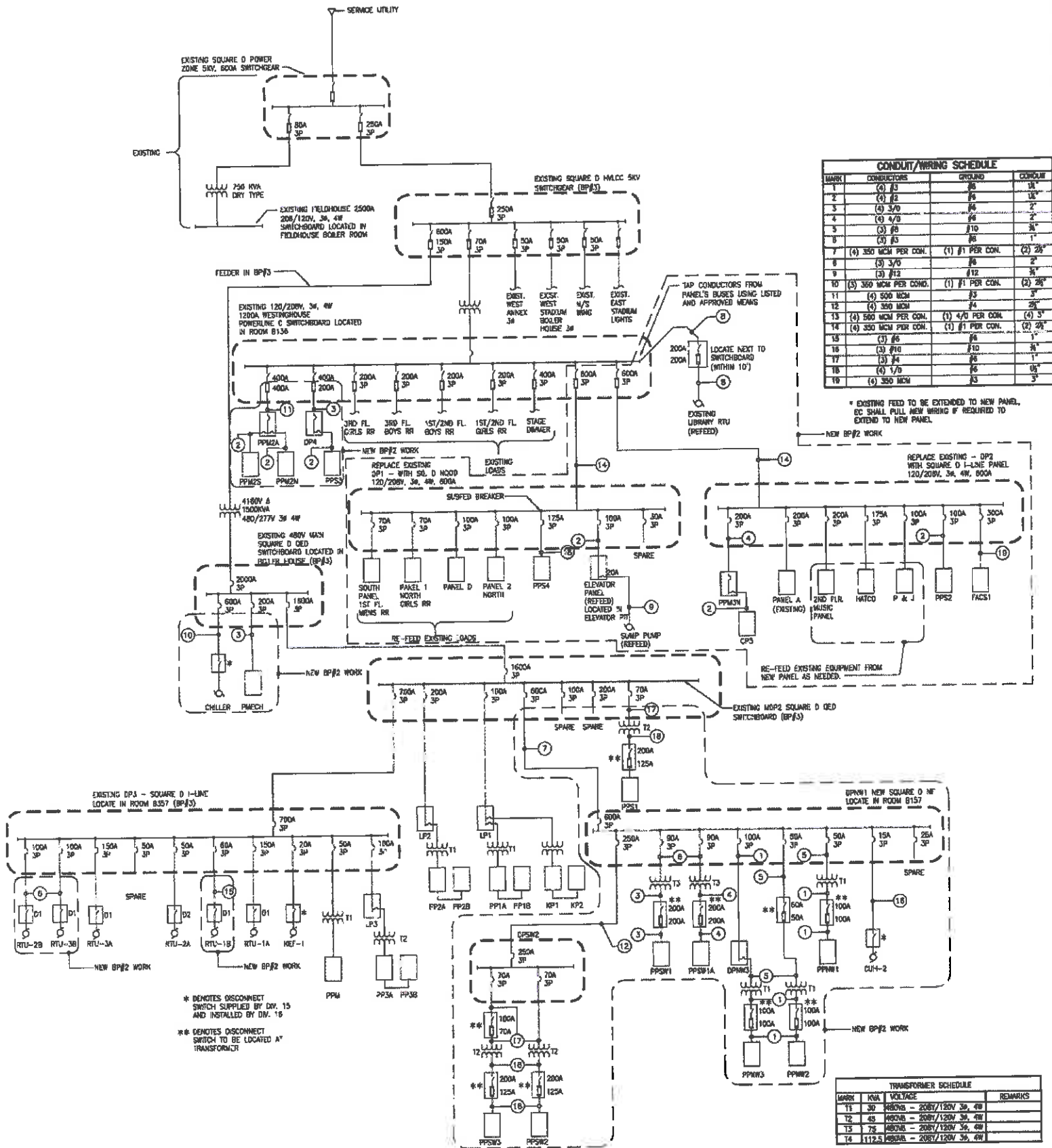
& AFTER

stone work and exquisite interior plaster work detailing. Our design protected the grand front façade in favor of small additions to the rear of the building. We carefully matched the profiles of the stone and matched the brick to give a seamless transition from the old and new structure on the exterior. Many meetings were held with the state historic association and the alumni to insure the building would not be disfigured by the renovations and additions. For example, the building only had window AC units; therefore, to protect the historic structure, the HVAC system required that we put louvers through the wall. We designed a custom grill colored to match the brick to conceal the intakes.

The interior of the building needed major upgrades including a new electrical, HVAC system, fire alarm, fire protection upgrades and interior space planning to meet the needs of a modern high school.

We replaced an existing medium-voltage underground feeder and distribution equipment, and also designed a new low-voltage substation. Scope also included system-wide coordination access control, secure entries, interior and exterior doors, windows. The last PHS phase was the safe passage walkway / security link project which was a new corridor that connected 5 buildings on the PHS campus; enclosing the campus. This included accessibility and was also built for security purposes.

Parkersburg High School



NEW ONE LINE DIAGRAM

Long Drain School

Location: Metz, West Virginia

Contact: Mr. Jeff Lancaster
Treasurer/CFO

Wetzel County Schools

333 Foundry Street

New Martinsville, WV 26155

304 / 455-2441 x129

Type of Project: School

Project Description, Goals, and Objectives: This project included the repurposing of an existing decommissioned 60kW emergency generator as part of overall County Wide School Power Upgrade Project. This included the installation of a new power feed to existing transfer switch, new power panel installations, the re-feeding of critical food refrigeration, sewage treatment plant, and emergency circuits throughout the school. There was also design coordination with the contractor and Utility Company to prevent power outage during instructional time.



USPS Parkersburg Carrier Annex & Hub - Alternate Quarters

Location: Parkersburg, West Virginia

Contact: Mr. Bruce Adams

United States Postal Service

P.O. Box 20867

22681 Woodward Avenue

Ferndale, MI 48220-0867

248 / 677-9660

Type of Project: Governmental

Project Description, Goals, and Objectives: This \$1.8 million renovation project in Parkersburg encompasses 15,725 square feet to be repurposed, in electrical, HVAC, and plumbing, out of a 68,898 square foot building. This project combines the Parkersburg office with the nearby Vienna office into a new, single facility. The work includes existing conditions site demolition, site concrete paving, site lighting demolition and replacement, site security fencing and gates, site signage and related work. Building work includes existing conditions exterior demolition, interior demolition of lease space area including **electrical lighting and power systems**, partial interior partition systems, masonry wall construction, mechanical HVAC systems, plumbing systems, fire suppression modifications and fire alarm systems. New construction to include **electrical power and lighting distribution, communications systems, IDS system, Investigative CCTV, fire alarm system upgrade and coordination with existing building systems.** We researched the existing electrical systems. Designed projected electrical needs for the operation of new power and lighting systems without disruption of existing conditions.



The Commons

Location: Washington, Pennsylvania
Contact: Mr. Ed Chavern, LEED AP
Washington & Jefferson College
60 South Lincoln Street
Washington, PA 15301
724/223-6534

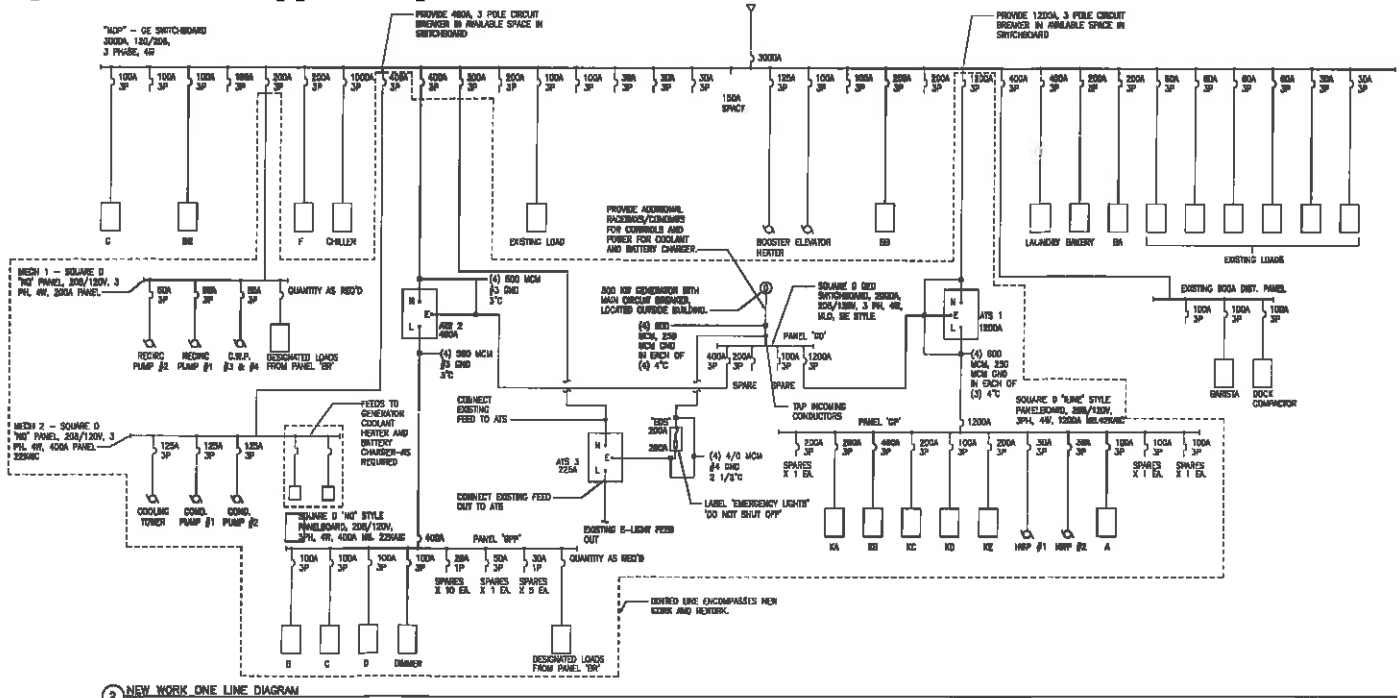


Type of Project: Higher Education

Project Description, Goals, and Objectives: At Washington & Jefferson, we designed a **major electrical and emergency generator installation project** with an elevated structural steel platform at their Commons building. **This natural gas emergency power generators will provide backup power for egress lighting, life safety systems, and other mission critical processes.** This project required electrical, mechanical and civil engineering services.

This generator will serve The Commons at 135 East Wheeling Street. The Commons was originally constructed in 1967. It is approximately 32,613 square feet. **It serves as the main kitchen and dining hall for the College.** There is a radio station, coffee shop, student organizational space, and meeting space. There is also some critical network equipment located in this facility. **It is the intent of the college that this space be used to provide food and shelter in the event an emergency.** The 500 kW generator was designed to support egress lighting and life safety systems, as well as serve as backup power necessary to maintain food stores, prepare and serve food, provide heat for shelter, and, finally, serve as a campus operations center should one become necessary. **Project included new transfer switches, panels, feeds, and lighting. In addition, the project included demo and excavation, as well as the addition of a concrete pad and retaining wall.**

Additional responsibilities included researching current loads and projected loads and make recommendations for proper generator sizing, preparing an order of magnitude budget at various phases of design, developing a pre-purchase specification for the direct purchase of generators by the College (the purpose of direct purchase was to reduce cost and lead time), making recommendations for generator placement giving consideration to cost benefit and reducing overall impact to the campus environment, and being responsible for utility coordination and the procurement of applicable permits.



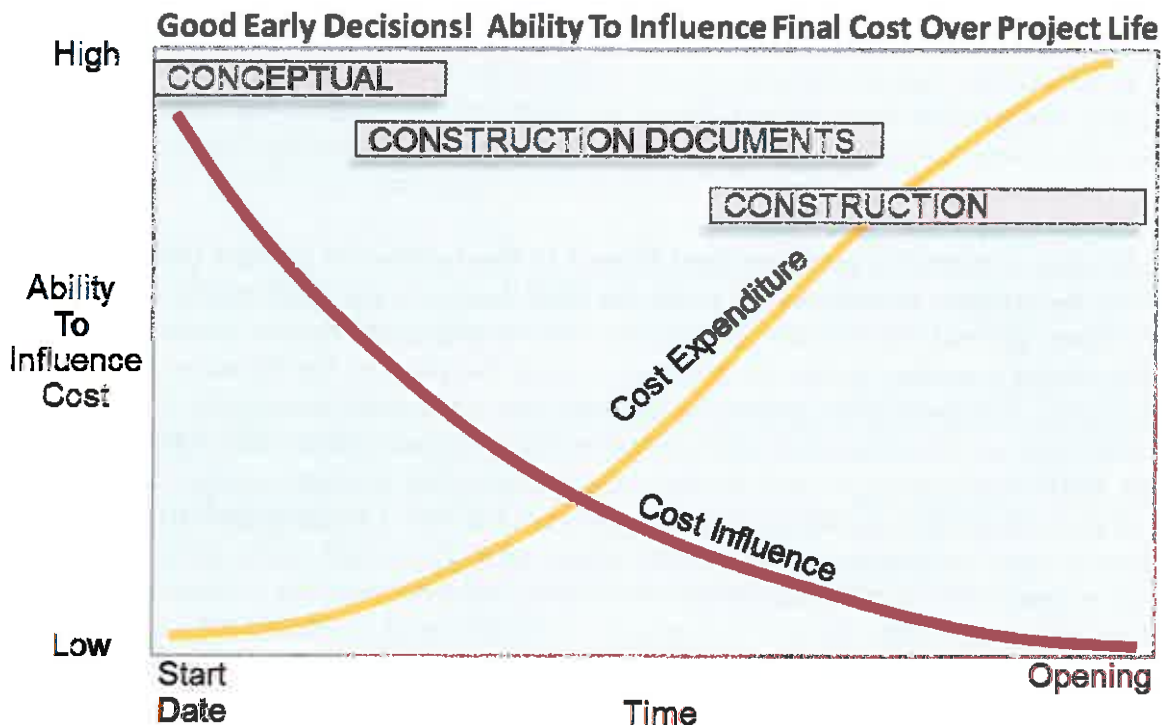
3.1. a. The successful firm or team should demonstrate a clear procedure for communication with the agency during all phases of the project.

To start your project, **an on-site kickoff meeting will be held with all pertaining Owners representatives along with all our Teams' design professionals.** From this meeting the Owners Project Requirements will be defined and documented, to be used as a guideline through the design phase. We will use this information to aid in the design of the project. The project begins with this initial project activity and continues through document submissions, construction and owner occupancy. The longevity and size of the firms and our histories of success completing projects of all kinds is founded upon our commitment to the schedule. **During the design phases, we hold weekly meetings to discuss your project, the budget, schedule and quality assurance. We provide Documented Minutes of all of our meetings and encourage the Owner to participate in as many of these meetings as possible.** Also during the design phases, all needed personnel become fully versed in the Client's program, project requirements and design standards. The design team is responsible for identifying for the Client any potential conflicts between program criteria and design standards and resolving those conflicts **to the client's satisfaction.**

During the **kick-off meeting**, interviews will take place to learn what you, the Owner, want in the electrical service. **This is a very important step as it sets up the remainder of the project.** Armed with this information, the McKinley professionals start the process of **schematic drawings (SDs)**. This is the first time thoughts are put on paper. At the end of this phase the product is a first look at what the plans might look like, as well as a preliminary cost estimate. **You will have a chance to review these plans.** During the **design development (DDs) drawings** phase, plans start to take shape and changes are made. **You will have a chance to review these plans as well.** Next is the time that the McKinley professionals take all of the information gained from the meetings and the SD and DD drawing phases and produce the **construction drawings (CDs)** and specifications for the project. The CDs provide the tool needed for the contractors to bid the project and information and details necessary to construct the building. Changes become difficult at this point. **Copies of the final documents will be distributed to you for final review and approval.** Afterwards is the actual **bidding** of the project. We will conduct a pre-bid meeting to handle all bidding information as well as conduct the bid opening and reporting. Finally, the **Construction Administration** phase involves the construction of the project. Our professionals now act as your agent and watch over the project. We will work with the contractors to make sure they are building what we designed and specified and are doing it correctly. We handle all paperwork from the contractor and provide the owner with approved pay requests. This phase is very important to ensure that you get what you are paying for.

3.1. b. The successful firm or team should demonstrate a history of projects that met the agency's budget and a clear plan to ensure this project can be constructed within the project budget. This plan must be described in detail.

For meeting the agency's **budget**; the work to be performed by your design team is very clear; to **evaluate, prioritize and design within budget** to meet the needs of the WV Department of Agriculture. We continually achieve success in projects by maintaining **cost and time management, quality control and excellent communication** amongst the client and contractors. **Quality control** is a constant process which begins with the initial project activity and continues through document submissions, construction and owner occupancy. All documents will be prepared with the current WV State Building Codes as well as all State and Federal Codes, Regulations, and Ordinances. **Understanding your needs through good communications up-front** will help ensure your project scope is known from the beginning; which will in-turn help save costs throughout the design and construction phases.



McKinley & Associates **tracks the budget** through all of the programming and design phase documents, and ensures that the total building scope continues to stay within the budgeted amount. The more we understand your project, and our ability to develop quality documents, ultimately create a better end-product, which will cut down on costs. In addition, during construction, the primary objective of our Construction Administration service is to ensure completion of work the way the client wants it - **as scheduled and as budgeted**. Through these efforts we hope you can see that we have been and will continue to supply our clients throughout West Virginia with great designs that come in on/under budget.

3.1. c. The successful firm or team should demonstrate a history of projects that have been constructed in the time allotted in the contract documents and a clear plan to ensure this project will be constructed within the agreed construction period. This plan must be described in detail.

Construction Administration by definition is, literally, the administration of the Construction Contract. Generally, this has been translated to include all forms of communication and interaction between the Architect and the General Contractor, and the coordination of regular progress meetings on site.

During the construction, the processing of shop drawings and submittals will be controlled and monitored by Mr. Mizer, your Project Engineer, and includes the receipt, logging, review and return of submittals. Your Project Engineer will also be a part of some on-site meetings and will be available to answer RFIs during the construction portion of the project; moreover, one of our Construction Administrators (CAs), Bob Smith, will now take the more active role.

McKinley & Associates has developed a more comprehensive role for the Construction Administrator assigned to your project. Our CAs performs the traditional tasks of monitoring construction to ensure compliance with Contract Documents, observing construction progress, conducting progress meetings, administering payment requests and change orders, and more.

But our CAs also constitutes an important thread in the texture of project continuity: our CA is part of the project development from the first design team meeting. Since they are here from Day 1 (they are not thrown into the project only when construction starts; they are here from the beginning), so they know the ins-and-outs of the project. He becomes familiar with project objectives and conditions concurrently with the other team members, and subsequently is able to maintain an informed, but usefully peripheral, coordination role that adds value to the process, both during design, and during construction. His position as site liaison is thus extended to include project liaison-in-house wherever he sees a missing link in communication. As his primary tasks are construction related, often, what he brings to the table is good construction sense. Also, as mentioned before, during construction the primary objective of our Construction Administration service is to ensure completion of work the way the client wants it - **as scheduled and as budgeted.**

There are many ways to help the construction schedule. One tool that we could recommend and have utilized successfully is to specify the longer lead time equipment as early as possible in the design period. We then break these out for owner direct purchase from the manufacturer. This affords a quicker delivery due to any delay by the more typical contractor submittal process and will not hold up the Construction Period by waiting for the new equipment.



3.1. d. The successful firm or team should demonstrate competent and acceptable experience in all expected professional disciplines necessary for the design and completion of the project.

We know McKinley & Associates possesses the required **expertise** to address all facets of your included projects, and we will provide you with all the disciplines and services needed to make these projects a success. **The experience of your Team members is seen in their resumes at the start of our submittal, along with the project sheets we included.**

We are confident we can meet your program requirements. McKinley & Associates has experience with similar electrical upgrades projects, and has worked in multiple warehouses and distribution centers. We have worked with owners in many different sectors of business and have been able to comply with their various requirements and standards, including Federal Agencies such as the USPS, DOD, VA, FAA, HUD, EPA, MSHA, NASA, and NPS among others, and also State Agencies such as DRS, DOE, DOC, DOJS, DOT, WVARNG, and WVSP to name a few. We are able to respond to their needs, and we are certain that we are able to respond to all of your needs as well.

You appropriately recognize how codes, and State / federal regulations are important to a successful project. Our professional's design within these codes daily, as our practice is and remains a West Virginia practice and we are dedicated more than ever to the state in which we live. All documents will be prepared with the current WV State Building Codes as well as all State and Federal Codes, Regulations, and Ordinances. We are members of many organizations, and follow their standards, such as NFPA, AWI, WVEDC, AIA, NCARB, ASCE, ASPE, BOCA, ASHRAE, A4LE, and ACI International among others.

Our **engineering** staff is known for innovative solutions, and has recently had special opportunities and experience related to various typical and atypical building types. For example, McKinley & Associates designed the first Chilled Beam HVAC System in the State of West Virginia, one of the first Variable Refrigerant Volume / Air-Cooled DX Multi-Zone System in the State, and one of the first buildings utilizing all-LED interior and exterior lighting in West Virginia and the bid came in the same as conventional lighting. Our design has been recognized with numerous State & National awards. **We know the new technology and we know how and when to apply it effectively.**

Per your request on page 23 of the Solicitation, on the following pages you will see copies of our various Insurance and their Coverages:

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/09/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Paul Associates 1311 Chapline Street P. O. Box 990 Wheeling, WV 26003-0123		CONTACT NAME: PHONE (AC, Ho, Ext): 304.233.3303 FAX (AC, No): 304.233.3333 EMAIL: ADDRESS: PRODUCER CUSTOMER ID #:	
INSURED McKinley & Associates, Inc. The Maxwell Centre 32-20th Street Wheeling, WV 26003		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Cincinnati Insurance Co.	NAIC # 10677
		INSURER B: Brickstreet Ins	Brick
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 2018-2019 Certificate** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ADD. ENDORSEMENTS	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		EPP/EBA0146335	08/15/2017	08/15/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		EPP/EBA0146335	08/15/2017	08/15/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$		EPP/EBA0146335	08/15/2017	08/15/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in WV) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WCB1018014	12/30/2017	12/30/2018	WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
PROOF OF INSURANCE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>John M. Clark 2/9/18 Jm</i>





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/8/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The James B. Oswald Company 1100 Superior Avenue, Suite 1500 Cleveland OH 44114		CONTACT NAME: Serena Turchik PHONE (A/C. No. Ext.): 216-777-6134 FAX (A/C. No.): E-MAIL ADDRESS: sturchik@oswaldcompanies.com	
INSURED McKinley & Associates, Inc. 32 20th Street #100 Wheeling WV 26003		INSURER(S) AFFORDING COVERAGE INSURER A: Continental Insurance Company NAIC # 18313 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 1919827327** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
A	Professional Liability Claims Made Retro Date: 9/10/1981	N	Y	AEH591893924	10/10/2017	10/10/2018	Each Claim \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Waiver of Subrogation as designated above is provided when required of the Named Insured by written contract or agreement.

CERTIFICATE HOLDER

Specimen
 For Purposes of Evidencing
 Coverage Only WV 26003

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2010/05)

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

State of West Virginia
 Centralized Expression of Interest
 02 – Architect/Engr

Proc Folder: 419818

Doc Description: Agriculture Food Warehouse Electrical Engineering Service

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2018-02-09	2018-03-08 13:30:00	CEOI 1400 AGR1800000002	1

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:

*000000206862
 McKinley & Associates, Inc.
 129 Summers Street - Suite 201
 Charleston, West Virginia 25301
 (304) 340-4267

FOR INFORMATION CONTACT THE BUYER

Guy Nisbet
 (304) 558-2596
 guy.l.nisbet@wv.gov

Signature X 

FEIN # 55-0696478

DATE March 6, 2018

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

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.

Ernest Dellatorre
 (Name, Title)
 Ernest Dellatorre, President
 (Printed Name and Title)
 129 Summers Street - Suite 201, Charleston, West Virginia 25301
 (Address)
 (304) 340-4267 | (304) 340-4269
 (Phone Number) / (Fax Number)
 edellatorre@mckinleyassoc.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.

McKinley & Associates
 (Company)

Ernest Dellatorre
 (Authorized Signature) (Representative Name, Title)

Ernest Dellatorre, President
 (Printed Name and Title of Authorized Representative)

March 6, 2018
 (Date)

(304) 340-4267 | (304) 340-4269
 (Phone Number) (Fax Number)

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)558-0864; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

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West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts
(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: McKinley & Associates **Address:** 129 Summers Street - Suite 201
Charleston, West Virginia 25301

Authorized Agent: Ernest Dellatorre **Address:** same as above
Agriculture Food Warehouse

Contract Number: CEOI 1400 AGR1800000002 **Contract Description:** Electrical Engineering Service
The Acquisition and Contract Administration Section of the

Governmental agency awarding contract: Purchasing Division for the West Virginia Department of Agriculture

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 services 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.

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: *Ernest Dellatorre* Date Signed: March 6, 2018

Notary Verification

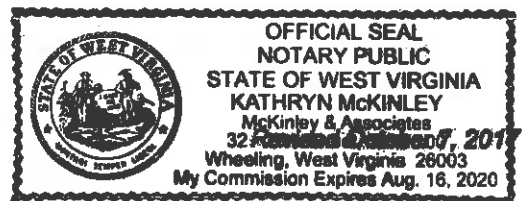
State of West Virginia, County of Ohio:

I, Ernest Dellatorre, 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 6 day of March, 2018.

Kathryn McKinley
Notary Public's Signature

To be completed by State Agency:
Date Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: _____



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: McKinley & Associates

Authorized Signature: *[Signature]* Date: March 6, 2018

State of West Virginia

County of Ohio, to-wit:

Taken, subscribed, and sworn to before me this 6 day of March, 2018.

My Commission expires August 16, 2020.

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

