



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

Header 1

List View

General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder: 944842

Procurement Type: Central Purchase Order

Vendor ID: 000000193847

Legal Name: HITE ASSOCIATES INC

Alias/DBA:

Total Bid: \$71,900.00

Response Date: 04/19/2022

Response Time: 10:04

Responded By User ID: Hite

First Name: Scott

Last Name: Rice

Email: srice@thebeltgroup.com

Phone: 301-729-0920

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT2200000144

Published Date: 4/9/22

Close Date: 4/19/22

Close Time: 13:30

Status: Closed

Solicitation Description: ADDENDUM NO_2 -05220135 - ROOF SEALER D5 MAIN OFF.

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia
Solicitation Response

Proc Folder: 944842
Solicitation Description: ADDENDUM NO_2 -05220135 - ROOF SEALER D5 MAIN OFF. BUILDING
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2022-04-19 13:30	SR 0803 ESR04192200000006474	1

VENDOR
000000193847
HITE ASSOCIATES INC

Solicitation Number: CRFQ 0803 DOT2200000144
Total Bid: 71900
Response Date: 2022-04-19
Response Time: 10:04:45
Comments:

FOR INFORMATION CONTACT THE BUYER
John W Estep
304-558-2566
john.w.estep@wv.gov

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	SEALING OF MAIN OFFICE BUILDING ROOF	1.00000	EA	71900.000000	71900.00

Comm Code	Manufacturer	Specification	Model #
25174100			

Commodity Line Comments:

Extended Description:

CLEANING DRYING AND SEALING OF MAIN OFFICE BUILDING ROOF APPROX 7100 SQ FT WITH GASCO SF-2000 SEALER OR EQUIVALENT AS SPECIFIED IN EXHIBIT B



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

State of West Virginia
Centralized Request for Quote
Construction

Proc Folder: 944842			Reason for Modification: Addendum No_2 Pre bid sign in sheets
Doc Description: ADDENDUM NO_2 -05220135 - ROOF SEALER D5 MAIN OFF. BUILDING			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-04-08	2022-04-19 13:30	CRFQ 0803 DOT2200000144	3

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

VENDOR		
Vendor Customer Code: 000000193847		
Vendor Name : Hite Associates, Inc.		
Address : P.O. Box 1273		
Street :		
City : Cumberland		
State : MD	Country : US	Zip : 21501
Principal Contact : Randy S. Rice		
Vendor Contact Phone: 301-729-0920	Extension: 631	

FOR INFORMATION CONTACT THE BUYER John W Estep 304-558-2566 john.w.estep@wv.gov

Vendor Signature X 	FEIN# 52-1437805	DATE 4-19-2022
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All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION**ADDENDUM NO_2**

Addendum No_2 issued to publish and distribute the attached information to the vendor community.

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways to establish a contract for the following:

Cleaning, Drying, and Sealing of Main Office Building Roof, approximately 7,100 sq ft., with Gasco SF-2000 Seam Sealer or Equal as specified in Exhibit B. The Vendor shall furnish all materials, labor, and equipment necessary to complete all Construction Services. The Vendor shall furnish any incidental work, materials, labor, and equipment that are necessary to complete the Construction Services, even if such incidental work is not explicitly included in the Project Plans. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS DISTRICT FIVE PO BOX 99 BURLINGTON WV US		DIVISION OF HIGHWAYS DISTRICT FIVE 2120 NORTHWEST TURNPIKE BURLINGTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	SEALING OF MAIN OFFICE BUILDING ROOF	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
25174100			

Extended Description:

CLEANING DRYING AND SEALING OF MAIN OFFICE BUILDING ROOF APPROX 7100 SQ FT WITH GASCO SF-2000 SEALER OR EQUIVALENT AS SPECIFIED IN EXHIBIT B

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Pre-Bid District 5 HQ @ 1:00pm	2022-04-05
2	Tech Questions due by @ 10:00am	2022-04-11

SOLICITATION NUMBER: CRFQ DOT2200000144

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2200000144 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☒ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Additional Documentation:

Attach Pre-Bid Sign in Sheet

Bid Opening remains 04/19/2022 at 1:30pm

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Pre-Bid Sign-In Sheet

Solicitation Number: CRFQ DOT 20 x 144

Date of Pre-Bid Meeting: 4/5/22

Location of Prebid Meeting: Burlington, D5 Headquarters

Please Note:

Vendors must sign-in on this sheet to verify attendance at the Pre-Bid meeting.
Failure to legibly sign in may be grounds for declaring a vendor ineligible to bid.
For further verification, please also provide a business card if possible.

<u>Firm Represented:*</u>	<u>Rep Name (Printed):</u>	<u>Firm Address:</u>	<u>Telephone #:</u>	<u>Fax #:</u>	<u>Email:</u>
WVDOH	Katie Vance	2120 NWTPKE Burlington, WV 26710	681-320- 2010	304-289- 3530	Katie.j.vance@ wv.gov
WVDOH	Josh Clauze	2120 NWTPKE Burlington WV 26710	304-813-8044		Joshua.C.Clauze @wv.gov
Hite Roofing	Randy L. Rice		301-729-0920		rrice@thebeltgroup.com
Hite Roofing	Scott Rice	P.O. Box 1273 Cumberland, MD 21501	301-729-0920	301-729-0163	srice@thebeltgroup.com
VERTEX ROOFING INC.	JOE COTTER	12050 CADET CT. MANASSAS, VA 20109	703-794-2121		jec@VERTEXROOFING.COM
Kristy James WVDOH		1000 Kanawha Blvd E. Bldg 5, Rm A260 Charleston, WV 25305			

***One Vendor Per Representative** - No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

Pre-Bid Sign-In Sheet

Solicitation Number: _____

Date of Pre-Bid Meeting: _____

Location of Prebid Meeting: _____

Please Note:

Vendors must sign-in on this sheet to verify attendance at the Pre-Bid meeting.
Failure to legibly sign in may be grounds for declaring a vendor ineligible to bid.
For further verification, please also provide a business card if possible.

<u>Firm Represented:*</u>	<u>Rep Name (Printed):</u>	<u>Firm Address:</u>	<u>Telephone #:</u>	<u>Fax #:</u>	<u>Email:</u>
Gonday Enterprises LLC	JAMES Martin	138 OAKWOOD RD CHARLESTON WV 25314	304 437 1974		Gonday 138 OSmail.com
TRI-STATE ROOFING & SM	KEN HANSON	221 PLUM RUN RD. RIDGELEY, WV 26753	304-738- 0502		KHANSON@TRI-STATE SERVICE.COM
Astech	Brian Conley	3400 FALCON Drive Charleston WV 25312	304 389-0894		CSBC1@hotmail.com

***One Vendor Per Representative** - No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DOT2200000144

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 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 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.

Hite Associates, Inc.
Company


Authorized Signature

4-19-2022

Date

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



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

State of West Virginia
Centralized Request for Quote
Construction

Proc Folder: 944842			Reason for Modification: ADDENDUM NO_1 Vendor Questions and Responses
Doc Description: ADDENDUM NO_1 -05220135 - ROOF SEALER D5 MAIN OFF. BUILDING			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-04-08	2022-04-19 13:30	CRFQ 0803 DOT2200000144	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000193847
Vendor Name : Hite Associates, Inc.
Address : P.O. Box 1273
Street :
City : Cumberland
State : MD **Country :** US **Zip :** 21501
Principal Contact : Randy S. Rice
Vendor Contact Phone: 301-729-0920 **Extension:** 631

FOR INFORMATION CONTACT THE BUYER

John W Estep
304-558-2566
john.w.estep@wv.gov

Vendor
Signature X

FEIN# 52-1437805

DATE 4-19-2022

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

ADDITIONAL INFORMATION**ADDENDUM NO_1**

Addendum No_1 issued to publish and distribute the attached information to the vendor community.

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways to establish a contract for the following:

Cleaning, Drying, and Sealing of Main Office Building Roof, approximately 7,100 sq ft., with Gasco SF-2000 Seam Sealer or Equal as specified in Exhibit B The Vendor shall furnish all materials, labor, and equipment necessary to complete all Construction Services. The Vendor shall furnish any incidental work, materials, labor, and equipment that are necessary to complete the Construction Services, even if such incidental work is not explicitly included in the Project Plans. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS		DIVISION OF HIGHWAYS	
DISTRICT FIVE		DISTRICT FIVE	
PO BOX 99		2120 NORTHWEST TURNPIKE	
BURLINGTON	WV	BURLINGTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	SEALING OF MAIN OFFICE BUILDING ROOF	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
25174100			

Extended Description:

CLEANING DRYING AND SEALING OF MAIN OFFICE BUILDING ROOF APPROX 7100 SQ FT WITH GASCO SF-2000 SEALER OR EQUIVALENT AS SPECIFIED IN EXHIBIT B

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Pre-Bid District 5 HQ @ 1:00pm	2022-04-05
2	Tech Questions due by @ 10:00am	2022-04-11

SOLICITATION NUMBER: CRFQ DOT2200000144

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2200000144 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☒ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Additional Documentation:

Vendor Questions and Responses

Bid Opening remains 04/19/2022 at 1:30pm

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM 1

Questions:

- 1) This email is regards to a material substitution for CRFQ 0803 DOT2200000144. Please see attached Material Substitution Data sheets and warranty info. Please let me know if this is an acceptable material for installation.
 - a. Yes, this is an acceptable material for installation as long as the warranty is **15 years. Warranty must be 15 years or longer to allow substitution.**

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DOT2200000144

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

Hite Associates, Inc.
Company

Authorized Signature
4-19-2022
Date

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

**REQUEST FOR QUOTATION
05220135-Roof Coating for Main Office Building**

- a) Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
- b) Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
- c) Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- d) Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- e) Vendor shall inform all staff of Agency's security protocol and procedures.

12) MISCELLANEOUS:

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

Contract Manager: Randy S. Rice- President

Telephone Number: 301-729-0920

Fax Number: 301-729-0163

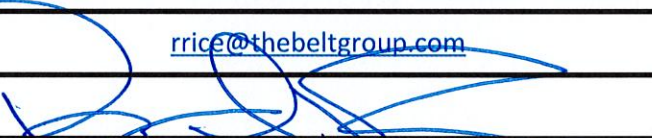
Email Address: rrice@thebeltgroup.com

EXHIBIT A – Pricing Page

EXHIBIT A - Pricing Page

05220135 - Roof Sealer for Main Office Building

Item Number	Quantity	Unit of Measure	Description	Unit Price	Total
001	1	EA	Cleaning, Drying, and Sealing of Main Office Building Rook, approx. 7,100 sp ft. with Gasco SF-2000 Sealer or Equivalent as specified in Exhibit B	LS	\$ 71,900.00
				GRAND TOTAL	\$ 71,900.00

VENDOR NAME	Hite Associates, Inc.
VENDOR ADDRESS	P.O. Box 1273 Cumberland, MD 21502
PHONE #	301-729-0920
EMAIL	rrice@thebeltgroup.com
SIGNATURE	

Subcontractor List Submission (Construction Contracts Only)

Bidder's Name: Hite Associates, Inc.

☒ Check this box if no subcontractors will perform more than \$25,000.00 of work to complete the project.

Subcontractor Name	License Number if Required by W. Va. Code § 21-11-1 et. seq.
N/A	

Attach additional pages if necessary

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: Hite Associates, Inc.

Authorized Signature: [Signature] Date: 4-19-2022

State of Maryland

County of Allegany, to-wit:

Taken, subscribed, and sworn to before me this 19 day of April, 2022.

My Commission expires December 16, 2024

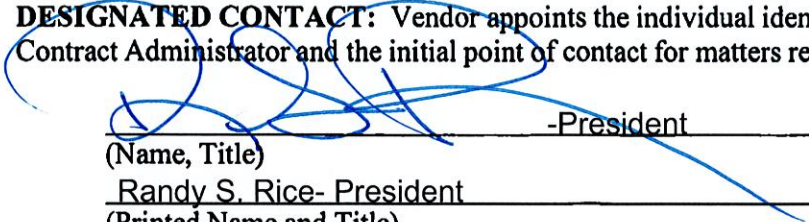
AFFIX SEAL HERE

TIFFANY M. PIROLOZZI NOTARY PUBLIC ALLEGANY COUNTY MARYLAND MY COMMISSION EXPIRES December 16, 2024

NOTARY PUBLIC Tiffany Pirolozzi

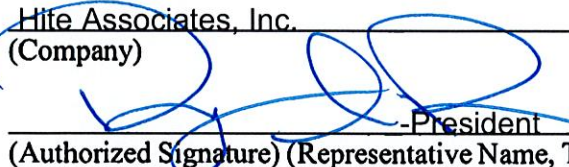
Purchasing Affidavit (Revised 01/19/2018)

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.


_____-President
(Name, Title)
Randy S. Rice- President
(Printed Name and Title)
P.O. Box 1273 Cumberland, MD 21501
(Address)
301-729-0920/ 301-729-0163
(Phone Number) / (Fax Number)
rrice@thebeltgroup.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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

Hite Associates, Inc.
(Company)

_____-President
(Authorized Signature) (Representative Name, Title)

Randy S. Rice- President
(Printed Name and Title of Authorized Representative)

4-19-2022
(Date)

301-729-0920 / 301-729-0163
(Phone Number) (Fax Number)

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Hite Associates, Inc. Address: P.O. Box 1273
Cumberland, MD 21501

Name of Authorized Agent: West Virginia Purchasing Division Address: 2019 Washington St. Charleston, WV 25305

Contract Number: DOT2200000144 Contract Description: Roof Sealer District Five Main Office

Governmental agency awarding contract: West Virginia Purchasing Division

☐ 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.

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: 4-19-2022

Notary Verification

State of Maryland, County of Allegany:

I, Randy S. Rice, 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 19th day of April, 2022.



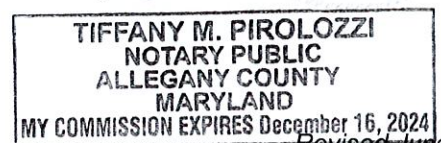
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____



Revised June 8, 2018

State of West Virginia
Purchasing Division

CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

In accordance with *West Virginia Code* § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. That report must include each of the items identified below in the Required Report Content section.

Instructions: Vendor should complete this coversheet, attach it to the required report, and submit it to the appropriate location as follows: For contracts more than \$25,000, the report should be mailed to the West Virginia Purchasing Division at 2019 Washington Street East, Charleston, WV 25305. For contracts of \$25,000 or less, the vendor should mail the report to the public authority issuing the contract.

Contract Identification:Contract Number: CRFQ-0803-DOT2200000144-3Contract Purpose: SEALING OF MAIN OFFICE BUILDING ROOFAgency Requesting Work: West Virginia Division of Highways

Required Report Content: The attached report must include each of the items listed below. The vendor should check each box as an indication that the required information has been included in the attached report.

- ☒ Information indicating the education and training service to the requirements of *West Virginia Code* § 21-1D-5 was provided;
- ☒ Name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- ☒ Average number of employees in connection with the construction on the public improvement;
- ☒ Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor Contact Information:Vendor Name: Hite Associates, Inc.Vendor Telephone: 301-729-0920Vendor Address: P.O. Box 1273
Cumberland, MD 21502Vendor Fax: 301-729-0163Vendor E-Mail: rrice@thebeltgroup.com

Phone - 301-729-0920
Fax - 301-729-0163
Randy Rice – President
Scott Rice - Estimator



Hite Associates, Inc.
T/A Hite Roofing
P.O. Box 1273
Cumberland, MD 21501-1273

April 19,2022

RE: Certified Drug-Free Workplace Report

- DRS Medical Review Office (MRO) and LabCorp of America are the certified laboratories that perform the drug test.
- On Average, Hite Associates, Inc. employs 30 employees
- Drug Test Results for the past year are as follows:

Pre-Employment-	3 Tests	0 Positive
Reasonable Suspicion-	0 Tests	
Post- Accident -	0 Tests	
Random	20 Tests	0 Positive



State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5

I, Randy S. Rice, after being first duly sworn, depose and state as follows:

1. I am an employee of Hite Associates, Inc.; and,
(Company Name)
2. I do hereby attest that Hite Associates, Inc.
(Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code §21-1D**.

The above statements are sworn to under the penalty of perjury.

Printed Name: Randy S. Rice

Signature: [Signature]

Title: President

Company Name: Hite Associates, Inc.

Date: 4-19-2022

~~STATE OF WEST VIRGINIA,~~
STATE OF Maryland,

COUNTY OF Allegany, TO-WIT:

Taken, subscribed and sworn to before me this 19th day of April, 2022.

By Commission expires December 16, 2024

(Seal)

[Signature]
(Notary Public)

TIFFANY M. PIROLOZZI
NOTARY PUBLIC
ALLEGANY COUNTY
MARYLAND
MY COMMISSION EXPIRES December 16, 2024

Agency _____
REQ.P.O# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Hite Associates, Inc.
_____ of Cumberland, Maryland, as Principal, and Fidelity and Deposit Company of
Maryland of Cumberland, Maryland, a corporation organized and existing under the laws of the State of _____
Maryland with its principal office in the City of Owings Mills, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of Five Percent of the Total Bid (\$ 5% of Total Bid _____) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for
CRFQ 0803 DOT2200000144 Cleaning, Drying, and Sealing of Main Office Building Roof

NOW THEREFORE,

(a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal
attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform
the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in
full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no
event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby
waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and
Surety, or by Principal individually if Principal is an individual, this 19th day of April, 2022.

Principal Seal

Hite Associates, Inc.

(Name of Principal)

By Randy Rice

(Must be President, Vice President, or
Duly Authorized Agent)

President

(Title)

Surety Seal

Fidelity and Deposit Company of Maryland

(Name of Surety)

[Signature]
WV Countersignature

[Signature]
Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and must attach a power of attorney with its seal affixed.

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 19th day of April, 2022.



Brian M. Hodges, Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
www.reportsfclaims@zurichna.com
800-626-4577

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by **Robert D. Murray, Vice President**, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **Michael FETCHERO, Brian E. MCCLOSKEY, Marla K. MAYLES, Edward R. SEWARD, Lisa WINCHESTER, Shelley MCCABE, Kayla D. MCCULLOUGH, Chelsea L. MARTIN, Aaron N. SMITH, Letha LOMBARDI and Lori CELANO**, all of Cumberland, Maryland, EACH, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 18th day of September, A.D. 2019.



ATTEST:
**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**

By: *Robert D. Murray*
Vice President

By: *Dawn E. Brown*
Secretary

**State of Maryland
County of Baltimore**

On this 18th day of September, A.D. 2019, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



Constance A. Dunn, Notary Public
My Commission Expires: July 9, 2023

CONTRACTOR LICENSE

Authorized by the

West Virginia Contractor Licensing Board

Number: WV013019

Classification:

ROOFING

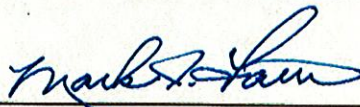
HITE ASSOCIATES INC
DBA HITE ROOFING
PO BOX 1273
CUMBERLAND, MD 21501

Date Issued

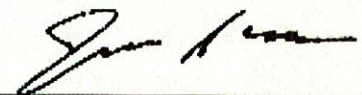
JANUARY 21, 2022

Expiration Date

JANUARY 21, 2023



Authorized Company Signature



Chair, West Virginia Contractor
Licensing Board

WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD

A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferrable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

WEST VIRGINIA DIVISION OF LABOR

1900 Kanawha Boulevard East - State Capitol Complex - Building 3, Room 200 - Charleston, WV 25305



NOTICE OF LEGISLATION CHANGES

Below is a list of bills and a short synopsis of the changes made by the 2021 Legislature that will affect certification and licensing programs within the Division of Labor:

HB2006 – Effective June 15, 2021

1. The Contractor Licensing Board will start operating under WV Code §30-42;
2. The **cost of the undertaking**, before a license is required, will change from \$2,500 to \$5,000 for residential work and \$25,000 for commercial work (*Undertaking means entire project - material & labor*);
3. Landscaping **will not** require a contractor license; and
4. Painting **will not** require a contractor license.

HB2008 – Effective June 16, 2021

Crane Operator Certification Act (§21-3D)

1. The WV Crane Operator Certification Requirement is being repealed and **will no longer** be accepted to meet the OSHA standard;
2. On or after June 16, 2021, we will no longer accept or process applications and payments;
3. ALL WV Crane Operator Certifications issued in 2021 will expire January 1, 2022; and
4. Employers must ensure ALL crane operators are trained, certified/licensed, and evaluated according to OSHA Regulation 29 C.F.R. §1926.1427 Subpart CC.

For more information, visit www.osha.gov/cranes-derricks-construction or contact

Occupational Safety and Health Administration – United States Department of Labor
405 Capitol Street, Suite 407
Charleston, WV 25301
(304) 347-5937

Supervision of Plumbing Work Act (§21-14)

1. Master Plumber **will no longer** require 12,000 hours of experience;
2. Journeyman Plumber **will no longer** require 8,000 hours of experience; and
3. Plumber-In-Training fee **will be reduced** from \$50.00 to \$25.00.

Regulation of Heating, Ventilating, and Cooling Work Act (§21-16)

1. HVAC Technician experience **will be reduced** from 8,000 hours to 2,000 hours;
2. A Veteran may apply for licensure, without examination, once they meet certain requirements; and
3. HVAC Technician-In-Training fee **will be reduced** from \$50.00 to \$25.00.