



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.

Procurement Folder: 1564534

Procurement Type: Central Purchase Order

Vendor ID: VS0000019973 

Legal Name: DIEFFENBAUCH & HRITZ LLC

Alias/DBA:

Total Bid: \$150,000.00

Response Date: 12/19/2024

Response Time: 9:52

Responded By User ID: DandHLLC

First Name: Kerry

Last Name: Westfall

Email: kwestfall@dandhengineers.com

Phone: 304-985-5555

SO Doc Code: CRFQ

SO Dept: 0305

SO Doc ID: FOR2500000002

Published Date: 12/12/24

Close Date: 12/19/24

Close Time: 13:30

Status: Closed

Solicitation Description: PROFESSIONAL SURVEYING SERVICES - SFLR 2

Total of Header Attachments: 5

Total of All Attachments: 5



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: 1564534
Solicitation Description: PROFESSIONAL SURVEYING SERVICES - SFLR 2
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2024-12-19 13:30	SR 0305 ESR12192400000004067	1

VENDOR
VS0000019973
DIEFFENBAUCH & HRITZ LLC

Solicitation Number: CRFQ 0305 FOR2500000002
Total Bid: 150000
Response Date: 2024-12-19
Response Time: 09:52:54
Comments:

FOR INFORMATION CONTACT THE BUYER
Brandon L Barr
304-558-2652
brandon.l.barr@wv.gov

Vendor Signature X	FEIN#	DATE
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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	PROFESSIONAL SURVEYING SERVICES - SFLR 2				150000.00

Comm Code	Manufacturer	Specification	Model #
81151604			

Commodity Line Comments:

Extended Description:

PROFESSIONAL SURVEYING SERVICES - SFLR 2

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.

(Printed Name and Title) _____

(Address) _____

(Phone Number) / (Fax Number) _____

(email address) _____

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

(Company)

(Signature of Authorized Representative)

(Printed Name and Title of Authorized Representative) (Date)

(Phone Number) (Fax Number)

(Email Address)

EXHIBIT A – Pricing Page

Surveys, Certified Survey Plats and Certified Legal Descriptions

Section in RFO	Description	Total Price
4.1	Surveys and preparation of certified survey plats and certified legal descriptions for property located in Hardy County, WV and described in Deed Book 127, Page 21 and for Conservation Easement Designated Improvement Areas.	\$ 150,000

The state cannot accept alternate pricing pages, failure to use Exhibit A Pricing Page could lead to disqualification of Vendor's bid. Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation. No additional compensation for travel expenses will be made to the successful vendor.

BIDDER /VENDOR INFORMATION:

Vendor Name:	Dieffenbach & Hritz, LLC.
Address:	1095 Chaplin road STE 200
City, St. Zip:	Morgantown, WV 26501
Phone No.:	304-985-555 / 304-985-5557
Email Address:	jlittler@dandhengineers.com



Survey Services Leader

12/19/24

Vendor Signature:

REQUEST FOR QUOTATION
Professional Surveying Services

10. VENDOR DEFAULT:

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

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

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

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

10.1.4. Failure to remedy deficient performance upon request.

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

10.2.1. Immediate cancellation of the Contract.

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

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

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

Contract Manager: Jason Littler
Telephone Number: 304-985-5555
Fax Number: 304-985-5557
Email Address: jlittler@dandhengineers.com



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
Service - Prof

Proc Folder: 1564534			Reason for Modification: Addendum No. 1 published to provide answers to vendor questions and extend bid opening date
Doc Description: PROFESSIONAL SURVEYING SERVICES - SFLR 2			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-12-12	2024-12-19 13:30	CRFQ 0305 FOR2500000002	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State : **Country :** **Zip :**

Principal Contact :

Vendor Contact Phone: **Extension:**

FOR INFORMATION CONTACT THE BUYER

Brandon L Barr
304-558-2652
brandon.l.barr@wv.gov

Vendor Signature X	FEIN#	DATE
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All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION	
The West Virginia Purchasing Division for the Agency, The WV Division of Forestry is soliciting bids from qualified vendors to establish a contract for PROFESSIONAL SURVEYING SERVICES - SFLR 2 as described per the Specifications, Terms & Conditions and bid requirements as attached.	

INVOICE TO		SHIP TO	
FORESTRY DIVISION OF 7 PLAYERS CLUB DRIVE DIVISION OF FORESTRY CHARLESTON WV US		FORESTRY DIVISION OF 1ST FLOOR 7 PLAYERS CLUB DR CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	PROFESSIONAL SURVEYING SERVICES - SFLR 2				

Comm Code	Manufacturer	Specification	Model #
81151604			

Extended Description:
PROFESSIONAL SURVEYING SERVICES - SFLR 2

SCHEDULE OF EVENTS		
<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions due by December 9th, 2024 at 10:00 am ET	2024-12-09

SOLICITATION NUMBER: Addendum Number:

The purpose of this addendum is to modify the solicitation identified as (“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

Description of Modification to Solicitation:

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

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.

ATTACHMENT A

CRFQ FOR2500000002

PROFESSIONAL SURVEYING SERVICES

- 1. Is the contractor expected to only mark boundaries of Designated Improvement Areas (DIA)?**
 - A. The DIA boundaries are the only boundary lines that must be marked.**
- 2. What is the frequency/interval of hacking and painting the trees to mark the proposed Designated Improvement Area (DIA)? Will the contractor be expected to mark only trees that fall within the DIA boundary lines, or within a designated length from the boundaries?**
 - A. Since the trees are growing naturally in the forest, they are irregularly spaced. As a result, it is not possible to specify a fixed frequency or interval, along or from the DIA boundary lines, for marking and painting the trees. The trees must be marked and painted frequently enough so someone can see the marks and paint and be able to determine where the lines are. The marked and painted trees must occur on the inside or outside of the DIA boundary lines and they must point to where the lines are. Marked and painted trees closer to the DIA Boundary lines are better than those that are far away. Trees that point to corners have 3 painted marks and trees pointing to boundary lines have two painted marks.**
- 3. To clarify the requirements of 4.1.1.2, is the selected contractor to simply annotate calls meandering Old Capon Road and Ice Lick Branch, if deemed the boundary lines, instead of simply stating “with Old Capon Road xxxx” to the beginning?**
 - A. The Old Capon Road centerline and Icelick Run must be described by bearings and distances (if deemed the boundary lines). In other words, new surveyed bearings and distances are needed each time the road centerline and stream change direction.**
- 4. Is there open access to the entirety of the property on foot and/or with vehicle/utv/atv?**
 - A. Foot travel is permitted on the entirety of the property. Vehicle/ATV/UTV may be used on roads.**
- 5. Are there any restrictions for certain hunting seasons?**
 - A. Yes. Access to the property will not be provided during buck gun season (the week of Thanksgiving and the week after).**
- 6. Will all adjoining be notified by vendor or coordinator?**
 - A. The CRFQ does not require Vendor or Agency to notify adjoining.**
- 7. Will T-Posts be required if they cannot be driven?**
 - A. No.**

CRFQ FOR2500000002
PROFESSIONAL SURVEYING SERVICES

- 8. Designated Improvement Area (DIA) boundaries are based on plats via Exhibits C & D. Do these boundaries include platted roadways?**
 - A. For DIAs, a road becomes part of its boundary, if it is on its exterior boundary. Roads on the interior of a DIA do not become part of its boundaries.**

- 9. Can original copies of Exhibit C & D plats be mailed to vendor from buyer for easier interpretation of previous surveys?**
 - A. No. The Exhibits provided are directly from the Hardy County, WV Courthouse, where they are recorded, so Agency does not have the originals. The copies were not clean when they were provided to Agency.**

- 10. Payment – It appears that this will be a one-time payment after the work is completed and the deliverables have been submitted, with a 365 day timeframe. Would it be possible to invoice the project in stages of completion so that we are not carrying the entire cost of the project for up to 1 year?**
 - A. No. Invoice may be submitted upon completion of all work as specified in the Mandatory Requirements section of the CRFQ.**

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: _____

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

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

Addendum Numbers Received:

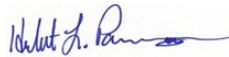
(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Dieffenbach & Hritz, LLC

Company



Authorized Signature

12/18/2024

Date

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

Revised 6/8/2012

WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS



Certificate of Authorization

Dieffenbach & Hritz, LLC

Morgantown, WV



CERTIFICATE OF AUTHORIZATION # 24-5848

This certificate is issued by the West Virginia Board of Professional Surveyors in accordance with W.Va. Code §30-13A-20
The person or organization identified on this certificate is licensed to conduct professional surveying and mapping
services in the State of West Virginia for the period

January 01, 2024 through December 31, 2024

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

In witness whereof, I have put my hand, this 01 day of January 24

2024

A handwritten signature in black ink, appearing to read "Sefton R. Stewart".

Sefton R. Stewart, P.S., Chairman
Lantz G. Rankin, P.S., Member



A handwritten signature in black ink, appearing to read "James T. Rayburn".

James T. Rayburn, P.S., Secretary
Gary Facemyer, P.E., P.S., Member

Douglas C. McElwee, Esq.

Public Member