



3 Cattleman's Lane, PO Box 838

Berryville, VA 22611

Phone: 540-955-5740 Fax: 540-955-5741

FAX

To:	WV Purchasing Division
Attn:	Sharon Thompson
Cc:	Solicitation #: ERCYCL12
Fax #:	304-558-3970
From:	Chris Hansen
Phone #:	540-955-5740 x 601
Date:	8-9-12
Pages:	14

RECEIVED
 2012 AUG -9 AM 10:11
 WV PURCHASING
 DIVISION

Urgent

For Review

Reply Requested

<p>Comments:</p> <p>Here is CIE International L.L.C. dba C2 Management's acknowledgement of the addendums to Solicitation # ERCYCLE12. C2 does fully understand and can operate according to the updated specifications as outlined in our previous response. C2 is R2 and ISO 14001 certified. Please see attached.</p> <p>Thanks, Chris</p> <p>Chris Hansen President C2 management</p>
--



**Orion Registrar, Inc., USA
Certificate of Registration**

This is to certify the Environmental Management System of:

**CIE International, LLC.
3 Cattleman's Lane
Berryville, Virginia 22611
USA**

*It has been assessed by Orion Registrar and found to be
in compliance with the following Environmental Management Standard:*

ISO 14001:2004

The Environmental Management System is Applicable to:

**Cradle-to-cradle Asset Management, Investment Recovery,
Data Security, and Recycling Operations.**

The Registration period is from April 12, 2012 to April 11, 2015.

*This registration is subject to the company maintaining its system to the
required standard, and applicable exceptions, which will be monitored by Orion.*

Client ID 01764-00001. Certificate ID A0002987-1.

EAC / NAICS / SIC Code(s): 24 / 42193 / 5093



Paul M. [Signature]
President

04/24/2012
Date



Orion Registrar, Inc. ★ Arvada, Colorado ★ PO Box 745070 ★ 303-456-6010 ★ FAX 303-456-6681

To authenticate this certificate please visit www.orionvalue.com



Orion Registrar, Inc., USA Certificate of Certification

This is to certify the Responsible Recycling System of:

CIE International, LLC.
3 Cattleman's Lane
Berryville, Virginia 22611
USA

The organization has been audited by a certification body that is in conformance with ISO/IEC 17021 requirements and applicable ANAB requirement. The organization is found to be in conformance with all requirements of:



**Responsible Recycling
("R2") Practices:2008**

The Responsible Recycling System is applicable to:

**Cradle-to-cradle Asset Management, Investment Recovery,
Data Security, and Recycling Operations.**

The Certification period is from April 12, 2012 to April 11, 2015.

This Certification subject to the company maintaining its system to the required standard, and applicable exceptions, which will be monitored by Orion.

Client ID 01764-00001. Certificate ID A0002988-1.

ETC/NADCS/SIC Code: 24 / 42193 / 5093



Paul M. Burck

Mr. Paul M. Burck, President

4/24/2012

Date



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

Solicitation

ERCYCL12

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER
304-558-2316

RFQ COPY
TYPE NAME/ADDRESS HERE

VENDOR

COPIES

ALL STATE AGENCIES
AND POLITICAL SUBDIVISIONS
VARIOUS LOCALES AS INDICATED
BY ORDER

DATE PRINTED:
07/25/2012

BID OPENING DATE: 08/09/2012

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		962-56		
<p>ADDENDUM NO. 4</p> <p>THE ATTACHED AMENDED AND RESTATED SPECIFICATIONS FOR RFQ # ERCYCL12 IS INTENDED TO SUPERSEDE AND REPLACE ANY PRIOR SPECIFICATIONS ORIGINALLY ISSUED FOR THIS RFQ. THE ORIGINAL SPECIFICATIONS ARE HEREBY MADE NULL AND VOID AND ARE REPLACED WITH THE ATTACHED AMENDED AND RESTATED SPECIFICATIONS.</p> <p>THIS CHANGE ORDER ALSO CONTAINS ANSWERS TO TECHNICAL QUESTIONS THAT HAVE BEEN SUBMITTED.</p> <p>RECYCLE ELECTRONIC EQUIPMENT</p>						

SIGNATURE: *Chris Hansen* CHRIS HANSEN TELEPHONE: 540-955-5740 x 601 DATE: 8-7-12

TITLE: President FAX: 5419 06072 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: ERCYCL12
Addendum Number: 4

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:

Bid opening date and time changed to: 08/09/2012 at 1:30 PM

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.

REQUEST FOR QUOTATIONS
RFQ Number ERCYC12 - Electronic Equipment Recycling

AMENDED AND RESTATED SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The State of West Virginia is soliciting bids for an open-end, statewide contract wherein multiple Vendors are approved to participate in a secondary bidding process to compete for the right to pick up and recycle used Electronic Equipment from the West Virginia Office of Technology and other agencies of the State of West Virginia.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1. "OT" means the West Virginia Office of Technology
 - 2.2. "RFQ" means the official RFQ published by the Purchasing Division and identified as ERCYC12.
 - 2.3. "Electronic Equipment" means those items identified on attachment A and shall not be interpreted to extend beyond those items.
3. **GENERAL REQUIREMENTS:** The requirements listed in this section are those requirements needed to evaluate each Vendor for authorization to participate in the secondary bid process outlined in Section 4 below. Only authorized Vendors will be permitted to participate.
 - 3.1. Vendors must have at least two years of experience with the recycling of electronic equipment or e-waste. Vendors must provide written certification of compliance with this mandatory requirement by signing and submitting Attachment B prior to contract award.
 - 3.2. Vendors must conduct all business performed under the contract in strict accordance with ISO14001 standards and criteria. Vendors must provide written certification of compliance with this mandatory requirement by signing and submitting Attachment B prior to contract award.
 - 3.3. By signing and dating this bid and Attachment B, the Vendor certifies all business conducted under the contract will be completed in strict accordance with all laws, rules and regulations governing the recycling and disposition of the Electronic Equipment.

- 3.4. Vendors must be willing and able to accept all Electronic Equipment, as defined above.
- 3.5. Vendors must provide evidence of Business Liability Insurance coverage with coverage limits of \$1,000,000 per occurrence/\$2,000,000 per policy year.
4. **SECONDARY BID:** Each Vendor awarded a contract under this RFQ shall be authorized to participate in a secondary bid process where the winning bidder is required to pick-up and recycle the Electronic Equipment that has been identified. At no time shall a vendor be permitted to pick up or recycle anything other than Electronic Equipment. As used in this section, the term "Agency" or "Agencies" shall include OT.

4.1. Secondary Bidding Process:

- 4.1.1. Agencies desiring to use this Contract shall first develop an itemized list containing only Electronic Equipment for submission to all authorized Vendors. That list shall include manufacturer; model number and form factor (tower, desktop, laptop, etc.); manufacture date; and memory, processor type, and hard drive size and type (if known) for each piece of Electronic Equipment that the Agency desires to recycle.
- 4.1.2. The Agency shall then develop a request for quotation for submission to the authorized Vendors. The request for quotation shall contain the itemized list described above, the name of the Agency responsible for turning the Electronic Equipment over to the Vendor, the location of the Electronic Equipment, the time period within which the Electronic Equipment may be picked up, a deadline for Vendors to return responses to the request for quotation, the location to which request for quotation responses must be delivered, and any pertinent information regarding access to the Electronic Equipment (access to stairs, elevator, loading dock, distances, etc.).
- 4.1.3. Vendors desiring to respond to the request for quotation described above must submit their bids prior to the deadline listed therein. Vendors' responses shall be in the form of a lump sum cost or payment to the Agency depending on the Vendors estimated value of the Electronic Equipment to be picked up and recycled and the Vendor's cost of pick up and recycling. Vendor shall include all pick up and recycling costs in its lump sum bid.
- 4.1.4. Other than questions regarding the Electronic Equipment included in a request for quotation and pick up conditions, no communication between the Vendors and the Agency is permitted from the time the request for quotation is issued and bids are opened. Questions must be submitted in writing to the Agency at least three business days prior to the bid receipt deadline. Responses will be answered in writing and distributed to all authorized Vendors at least one business day prior to the bid receipt deadline. The Agency may extend the bid receipt deadline at its sole discretion by notifying Vendors of the extension prior to bid receipt deadline.

- 4.1.5. Vendors must bid on and accept all Electronic Equipment contained on an itemized list advertised in a request for quotation or not bid at all. Vendors will not be permitted to selectively choose Electronic Equipment they wish to provide bid pricing for. Vendors shall, however, refuse to accept anything other than Electronic Equipment contained on the itemized list.
- 4.1.6. The Agency shall publicly open responses to the request for quotation immediately after the deadline for submitting responses.
- 4.1.7. The Agency will then notify the Vendor that offered either the lowest cost or the highest payment for pick up and recycling that it is the successful Vendor by issuing a WV-39 Release Order.
- 4.1.8. If a Vendor repeatedly fails to participate in the secondary bid process the State shall have the discretion to terminate that Vendor's contract.
- 4.1.9. Vendors must pick up Electronic Equipment within 10 business days of receipt of the WV-39 Release Order unless otherwise specified in the request for quotation. A determination of the date and time for pick-up shall be mutually agreed upon and scheduled by the Agency and Vendor.
- 4.1.10. Reconciliation of the Electronic Equipment being picked up and the Electronic Equipment contained on the itemized list shall be completed by the Vendor and Agency at the time of pick-up.
- 4.1.11. Vendors shall be responsible for providing all material and labor required to pack, load and transport Electronic Equipment, including but not limited to pallets/Gaylord containers, shrink wrap, lift devices, and transport equipment. Electronic Equipment pick-up locations may vary and will be determined at the time of need and by the government entity using the contract.
- 4.1.12. It is expected the majority of Electronic Equipment approved for disposition and recycling by OT will be located in the Charleston, West Virginia area, but this Contract is intended to cover the entire State of West Virginia.
- 4.1.13. Load sizes, contents, and pick-up frequency will vary. OT anticipates a minimum of one load per month will be required for pick-up and recycling. Loads are anticipated to be a minimum of 8 pallet/Gaylord containers but may be more or less depending on actual need.
- 4.1.14. Agencies shall have the right to require multiple pick-ups a month if necessary due to storage space limitations, etc.

4.2. – Necessary Approvals

4.2.1. **Governor's Executive Agencies and OT Approval:** Recycling of Electronic Equipment that is no longer in use by the Governor's office and executive branch agencies under the Governor's control must be approved by OT. OT will be responsible for sanitizing and tagging Electronic Equipment proposed for pick up and recycling for the Governor's office and all executive branch agencies under the Governor's control. Once sanitizing has been completed, a tag will be affixed to each piece of Electronic Equipment. Vendors shall not accept any piece of Electronic Equipment from the Governor's office or an executive branch agency under the Governor's control that has not been tagged and approved for disposition by OT unless some written assurance is provided to the Vendor and OT that the data on all devices has been destroyed.

A list of executive branch agencies under the Governor's control is attached hereto as Attachment C.

4.2.2. **Other Agencies:** Agencies not identified as executive branch agencies under the Governor's control are not subject to OT approval, but may be subject to approval from the West Virginia State Agency for Surplus Property, or oversight from some other board or governing body. Vendor should use its best efforts to ensure that all proper approvals have been obtained prior to picking up Electronic Equipment from agencies not subject to OT approval above. Best efforts shall include, but not be limited to, obtaining assurance from the Agency in writing that all necessary approvals have been obtained.

5. **RFQ AWARD:** The initial evaluation or bids submitted in response to this RFQ shall be based solely on whether Vendors meet the mandatory qualification and experience criteria established herein. All Vendors who meet the mandatory requirements shall be awarded a contract and become an authorized Vendor.
6. **REPORTING:** Vendors awarded a Contract under this RFQ shall provide quarterly reports to the Purchasing Division and any Agency utilizing this contract containing quantities of each type of Electronic Equipment picked up, cost or payments to the Agency or Agencies, a range of value by equipment type for Releases received under this contract, and any other information that Agencies may request.

**ERCYC12 - Electronic Recycling
Attachment A**

TYPE OF EQUIPMENT	
Desktop Computers	
Laptop Computers	
Cell Phones	
Smart Phones	
Tablet Computers	
Desktop Printers	
Multi-Function Printing Devices	
Network Printers	
Standalone Copiers	
Network Copiers	
CRT Monitors	
LCD Monitors	
Network Switches	
Network Routers	
FAX machines	
Scanning Devices	
Microfiche Components	
Televisions	
Cameras (all: digital, film, x-ray, video, etc.)	
Servers	
Hard Drives of any size	
Magnetic Tape Devices (of any type)	
Diskette readers/writers	
DVD readers/writers/players	
CD readers/writers/players	
Telecom (phones, switches, etc.)	
Cords and Cables	
Keyboards, mice, and other peripherals	
Ink and Toner Cartridges	
Calculators and other business electronics	
Medical Equipment w/ no BIO hazards	
Uninterruptible Power Source (UPS)	
Mailing Equipment	
Batteries	
Cables	
Mag Tapes	
Floppy Discs	

ERCYC12 - Electronic Recycling
Attachment B
Bid Qualification, Experience and Performance Certification

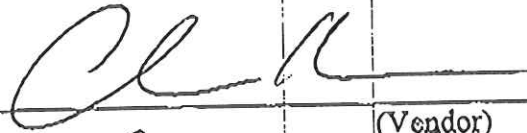
By signing and dating the bid and this Certification, the Vendor does hereby certify compliance with the following:

Proper registration with all State and other governmental entities required to conduct business under the contract has been researched and all requirements will be met;

Has a minimum of 2 years experience in the e-waste business; provide total number years experience 13

All business performed under the contract shall be conducted in strict compliance with ISO14001 standards and criteria. C2 is ISO 14001 certified

All business conducted under the contract will be completed in strict accordance with all laws, rules and regulations governing the recycling and disposition of electronic equipment.



(Vendor)

By: CHRIS HANSEN

Title: President

Business Address:

P.O. Box 838

Berryville VA 22611

Date: 8-7-12

Technical Questions ERCYCL12

- Q. Please list, **SPECIFICALLY**, what State agencies **and** their **BRANCHES**, are in the Governor's Executive Branch. This inclusive list will aid in knowing who we will be servicing, therefore preventing any residual or default change that could change the terms of our contract. It will also aid in letting a State Agency know if they can deal directly with us as a vendor or if they must go through WVOT for recycling.
- A. **See Amended and Restated Specifications**
- Q. According to 3.2.1 in the RFQ, "Electronic equipment that is no longer in use by the Governor's Executive agencies must be accepted and approved by the WVOT prior to being retired from State government use." Does this mean that this equipment does NOT have to go through WV Surplus to be approved for recycling?
- A. **See Amended and Restated Specifications**
- Q. If there is no set dollar amount for recycling, describe how "all other West Virginia State agencies and other political subdivisions throughout the State", are able to use the contract for electronic recycling.
- A. **See Amended and Restated Specifications**
- Q. Are "all other West Virginia State agencies and other political subdivisions throughout the State" permitted to use any vendor they wish to recycle their electronic equipment?
- A. **Agencies and political subdivisions not subject to the Purchasing Division are not required to utilize a contract issued by the Purchasing Division.**
- Q. Are "all other West Virginia State agencies and other political subdivisions throughout the State" required to have their equipment approved through WV Surplus? If not, then what is the procedure for disposal?
- A. **Agencies and political subdivisions not subject to Surplus Property are not required to obtain Surplus Property approval.**
- Q. We currently have contracts with several WV State Agencies. Will these contracts become null and void once vendors are announced for electronic recycling for the State of WV?
- A. **No, current contracts with other State Agencies will continue until they expire, unless the State Agency in question is now subject to WVOT approval for recycling of Electronic Equipment.**

- Q. Will you provide the "Multi-Vendor" list of electronic recyclers to each vendor once it has been determined who they will be?
- A. **This will be public information, as always.**
- Q. Do we, as a perspective vendor, need to submit copies of our WV licenses and insurance, along with Attachment B in order to prove such?
- A.. **Vendors are required to provide verification of licensing, insurance, and other information upon request and prior to award, unless otherwise stated in the specifications.**
- Q. The equipment that is listed on Attachment "A", does not list many electronic items that we as a recycler have received from WV State agencies in the past. Is this list ALL INCLUSIVE? Absolutely nothing else will be accepted but ONLY what is on Attachment "A"?
- A. **See Amended and Restated Specifications**
- Q. Do we need to submit any pricing for the items listed in "Attachment A" of the RFQ or do we only submit pricing for items when the specific loads are up for bid in the future? Are we only submitting proof of qualifications, signed attachments, and signed RFQ for this stage, then upon becoming approved, we send specific pricing for each load released for bid?
- A **See Amended and Restated Specifications**

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ERCYCL12

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.

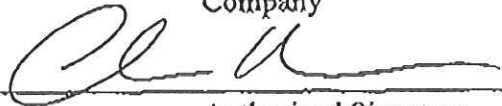
Addendum Numbers Received:

(Check the box next to each addendum received)

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

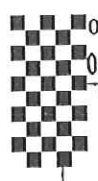
CIE International, LLC OBA C2
 Company management


 Authorized Signature

8-7-12
 Date

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

Revised 6/8/2012



*** Receive Results ***

Receive Job successful.

Job No.	5046
Address	304 558 4115
Name	
Start Time	05/09 02:28 PM
Call Length	00'42
Sheets	3
Result	OK

ATTN:

Frank Whittaker

304-558-3970



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

Solicitation

ERCYCL12

1

ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER
304-558-2316

RFQ COPY

TYPE NAME/ADDRESS HERE

CIE International L.L.C DBA C2 management
3 Cottlemen's Ln
Berryville, VA 22611

ALL STATE AGENCIES
AND POLITICAL SUBDIVISIONS
VARIOUS LOCALES AS INDICATED
BY ORDER

RECEIVED

RECEIVED

DATE PRINTED
07/16/2012

BID OPENING DATE: 08/01/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENUM NO. 3		
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE AND TIME PER THE ATTACHED.						
0001	1	LS		962-56		
RECYCLE ELECTRONIC EQUIPMENT						
***** THIS IS THE END OF RFQ ERCYCL12 ***** TOTAL:						

RECEIVED
2012 JUL 16 PM 2:17
WV PURCHASING DIVISION

SIGNATURE TELEPHONE 540-955-5740 x601 DATE 7-16-12
TITLE President FEIN 5419 06072 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: ERCYCL12
Addendum Number: 3

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: The bid opening date and time are changed to:
08/01/2012 at 1:30 pm

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.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ERCYCL12

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" 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.

C2 Management
Company

[Signature]
Authorized Signature

7-16-12
Date

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



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

Solicitation

NUMBER	PAGE
ERCYCL12	1
ADDRESS CORRESPONDENCE TO ATTENTION OF:	
FRANK WHITTAKER	
804-558-2316	

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED
 06/18/2012

BID OPENING DATE: 07/03/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING BID OPENING DATE AND TIME. PROVIDE THE ATTACHED ADDITIONAL TERMS AND CONDITIONS.						
0001	1	LS		962-56		
RECYCLE ELECTRONIC EQUIPMENT						
***** THIS IS THE END OF RFQ ERCYCL12 ***** TOTAL:						

RECEIVED

2012 JUN 22 AM 11:27

WV PURCHASING
 DIVISION

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

SOLICITATION NUMBER: ERCYCL12
Addendum Number: 01

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:

Bid opening date and time have changed to 07/03/2012 at 1:30 pm.

Provide the attached Additional Terms & Conditions,

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.

**ERCYCL12
ADDENDUM NO. 1**

ADDITIONAL TERMS AND CONDITIONS

Various Legislative acts passed in the 2012 session require inclusion of certain provisions in all state contracts. Accordingly, this addendum will add the three provisions listed below to the solicitation and resulting contract entered into between the State of West Virginia and the vendor. In the event that the solicitation is not for construction or architectural/engineering work, sections 2 and 3 below will not apply.

1. **BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services may require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

2. **SUBCONTRACTOR LIST SUBMISSION:** In accordance with W. Va. Code § 5-22-1, The apparent low bidder on a contract for the construction, alteration, decoration, painting or improvement of a new or existing building or structure valued at more than \$500,000.00 shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. This provision shall not apply to any other construction projects, such as highway, mine reclamation, water or sewer projects.

a. **Required Information.** The subcontractor list shall contain the following information:

- i. Bidder's name
- ii. Name of each subcontractor
- iii. License numbers as required by W. Va. Code § 21-11-1 et. seq.

- iv. Notation that no subcontractors will be used if the bidder will perform the work
 - b. **Submission.** The completed subcontractor list shall be provided to the Purchasing Division within one business day of the opening of bids for review. Failure to submit the subcontractor list within one business day after the deadline for submitting bids shall result in disqualification of the bid.
 - c. **Substitution of Subcontractor.** Written approval must be obtained from the Purchasing Division before any subcontractor substitution is permitted. Substitutions are not permitted unless:
 - i. The subcontractor listed in the original bid has filed for bankruptcy;
 - ii. The subcontractor in the original bid has been debarred or suspended; or
 - iii. The contractor certifies in writing that the subcontractor listed in the original bill fails, is unable, or refuses to perform his subcontract.
3. **GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007; *Provided*, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ERCYCL12

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.

CIE International L.L.C dba C2 Management
 Company

 Authorized Signature
6-21-12
 Date

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

Revised 6/8/2012



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

Request for Quotation

RFQ NUMBER
ERCYCL12

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1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER 304-558-2316

VENDOR

C2 MANAGEMENT
PO BOX 838
BERRYVILLE, VA 22611
ATTENTION: CHRIS HANSEN

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED 05/31/2012	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **06/19/2012** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		962-56	Bid	Bid
<p>RECYCLE ELECTRONIC EQUIPMENT</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, TYHE WEST VIRGINIA OFFICE OF TECHNOLOGY, IS SOLICITING BIDS FOR AN OPEN-END CONTRACT TO PROVIDE RECYCLING OF USED ELECTRONIC EQUIPMENT PER THE ATTACHED SPECIFICATIONS.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WV PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 06/11/2012 AT 4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE</p>						

RECEIVED
 2012 JUN 19 AM 7:54
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
ERCYCL12

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ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER
304-558-2316

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED 05/31/2012	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **06/19/2012** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TERMS, CONDITIONS, AND PRICING SET FORTH HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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State of West Virginia
 Department of Administration
 Purchasing Division
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 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
ERCYCL12

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ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER 304-558-2316

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

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05/31/2012				

BID OPENING DATE: 06/19/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 01/17/2012</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
ERCYCL12

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ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER
304-558-2316

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED 05/31/2012	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **06/19/2012** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	SEALED BID					
	BUYER: 44					
	RFQ. NO.: ERCYCL12					
	BID OPENING DATE: 06/19/2012					
	BID OPENING TIME: 1:30 PM					
	PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 540-955-5741					
	CONTACT PERSON (PLEASE PRINT CLEARLY): CHRIS HANSEN 540-955-5740x 601					
	***** THIS IS THE END OF RFQ ERCYCL12 ***** TOTAL: <u> </u>					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**ERCYC12 - Electronic Recycling
Attachment B
Bid Qualification, Experience and Performance Certification**

By signing and dating the bid and this Certification, the Vendor does hereby certify compliance with the following:

Proper registration with all State and other governmental entities required to conduct business under the contract has been researched and all requirements will be met;

Has a minimum of 2 years experience in the e-waste business; provide total number years experience 13

All business performed under the contract shall be conducted in strict compliance with ISO14001 standards and criteria.

Has an e-Steward Certification Yes No (desired but not mandatory);

Has a R2 Certification Yes No (desired but not mandatory); and

All business conducted under the contract will be completed in strict accordance with all laws, rules and regulations governing the recycling and disposition of electronic equipment.

Has or will provide evidence of all insurance coverage required herein and in accordance with WV law.

C2 Management
(Vendor)

By: CHRIS HANSEN

Title: PRESIDENT

Business Address:

3 Cattleman's LN
Berryville, VA 22611

Date: 6-18-12

RFQ No. ERCYCL12

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: 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 the debt owned is an amount greater than one thousand dollars in the aggregate

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.

"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: C2 Management

Authorized Signature: [Signature] Date: 6-18-12

State of Virginia

County of Clarke, to-wit:

Taken, subscribed, and sworn to before me this 18 day of June, 2012.

My Commission expires July 31, 2012.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]



Elizabeth A. Purvis
NOTARY PUBLIC
Commonwealth of Virginia
Reg. # 294759
My Commission Expires
July 31, 2012