



**EMPLOYER NUMBER:** 31-0811788  
**DUNS Number:** 096330402  
**Contractor Information:** Corporation for Ohio Appalachian Development  
Ohio Weatherization Training Center – Athens Campus  
1 Pinchot Lane  
Athens, Ohio 45701  
Kelly Kupcak, Interim Director  
Community Development Division  
740-594-8499, ext. 301  
[Kkupcak@coadinc.org](mailto:Kkupcak@coadinc.org)

### 3. GENERAL REQUIREMENTS

#### 3.1 Mandatory Contract Item Requirements:

**3.1.1** The contractor understands that each of the requirements applies to all three (3) courses.

**3.1.1.1** The contractor shall conduct the training at the New River Community and Technical College in Ghent, WV.

**3.1.1.2** The Ohio Weatherization Training Center (OWTC) will provide each participant with a copy of all student materials including, but not limited to a student manual, handouts and other student resources.

**3.1.1.3** The OWTC provides each participant who successfully completes the course with an original certificate and the state agency with both a digital and hard copy of the certificates for all participants within thirty (30) days of completion of the course.

**3.1.1.4** The contractor shall be responsible for coordination of vendor's travel, lodging, etc.

**3.1.1.5** This proposal is inclusive of all costs including instructor rates, training materials and student resources.

#### 3.1.2 Class #1 – Quality Control Inspector Course

**3.1.2.1** The contractor shall provide Quality Control Inspector Training (hereinafter referred to as "training") for the State of West Virginia Department of Administration, Purchasing

Division (hereinafter referred to as “state agency”), in accordance with the provisions and requirements stated herein and to the sole satisfaction of the state agency. The Ohio Weatherization Training Center (OWTC) is operated by the Corporation for Ohio Appalachian Development (COAD) and is a 501(c) (3) nonprofit registered in the State of Ohio since 1971.

**3.1.2.2** The OWTC will provide the QCI course for a maximum of ten (10) participants.

**3.1.2.3** The OWTC respectfully submits this proposal to provide professional services to deliver Quality Control Inspector training course to the state agency and its weatherization assistance program provider inspector staff to prepare candidates to challenge the Building Performance Institute Home Energy Professional Quality Control Inspector certification exams and proctor the written and field Quality Control Inspector exams.

The course is 24 hours delivered over three (3) days. Written (online) exams are allowable by the Building Performance Institute (BPI) up to 2 ½ hours; field exams are allowable by BPI up to 3 ½ hours.



AFFILIATE  
ORGANIZATION

#### **OWTC Certified BPI Proctor Status and Professional BPI Certifications**

The Ohio Weatherization Training Center (OWTC) has been a Building Performance Institute (BPI) approved test center since 2000. The OWTC maintains a staff of qualified training professionals and proctors who adhere to rigorous BPI protocol and industry standards to ensure the highest quality of industry training and testing.



#### **Quality Control Inspector Prep Course**

The Home Energy Professional (HEP) Quality Control Inspector (QCI) course is a comprehensive, 24 hour (3-day) training designed to prepare students to challenge the Written and Field Exams for the HEP QCI Certification. This Certification is based on the QCI Job Task Analysis, an industry-led collaboration directed by the National Renewable Energy Laboratory (NREL) and the U.S. Department of Energy (DOE), which defines the knowledge, skills and abilities necessary to perform the job of a Quality Control Inspector working in the Weatherization or Home Performance industries.

To achieve the QCI Certification, a student must receive a passing score on both the Written and Field Examinations. Students seeking this Certification must meet additional prerequisites

(see below) in order to qualify to challenge the exams and must provide proof of approval from BPI in order to take the exams,

The course will provide participants with classroom/lab training by Certified BPI Professionals. This course is specifically designed to provide individuals with previous experience in the energy efficiency retrofit/home performance industry additional educational and technical training in preparation for the nationally recognized Quality Control Inspector credential offered through the Building Performance Institute (BPI). A combination of classroom, and in-field /lab learning methods is provided. Approximately fifty percent of the course provides hands-on experiential learning.

After successful completion of the QCI Prep Course, the participant will be able to conduct in-process and post-work quality assurance inspections, conduct diagnostic and health and safety tests, assess worker professionalism, verify compliance with a variety of Home Performance and Weatherization program requirements, and evaluate client satisfaction. Participants will receive a QCI Certificate of Completion from the OWTC.

Since this course covers a wealth of material in a limited time, it is strongly recommended that students possess a BPI Building Analyst Professional certification and/or have extensive related industry experience. Students should be competent in basic mathematics, construction terminology, and possess basic computer operation skills prior to attending this training. Students completing the QCI Prep Course will have/learn:

- Interactive hands-on activities in a state-of-the-art Weatherization Training Center containing demonstration equipment, combustion lab, and fully interactive demonstration house
- Site visit to an existing home for inspection and diagnostic testing training
- Blower door & pressure differential diagnostic testing
- Duct pressurization & pressure pan testing
- Ventilation fan flow rate measurement
- Combustion safety testing (spillage, draft, CO, gas leaks)

**PREREQUISITES:**

Since this course covers a wealth of material in a limited time, it is strongly recommended that students possess a BPI Building Analyst Professional certification and/or have extensive related industry experience. Students should be competent in basic mathematics, construction terminology, and possess basic computer operation skills prior to attending this training.

Students seeking the BPI HEP Quality Control Inspector Certification must meet specific work experience prerequisites. A detailed list of prerequisites can be found here: [BPI Prerequisites](#)

Students seeking the BPI HEP Quality Control Inspector Certification must apply directly with BPI and receive approval to challenge the exams. The BPI Approval Letter must be provided to the OWTC prior to challenging any exams. The application and instructions for applying may be found here: [BPI Quality Control Inspector Application](#).

**3.1.2.4** Training and written testing will occur within the same week.

**3.1.2.5** Training and testing will be completed by September 30th 2014.

**3.1.2.6** The OWTC is an IREC accredited training provider and the Quality Control Inspector training has been verified by IREC as meeting the NREL Job Task Analysis standards. IREC (Interstate Renewable Energy Council) accredited training provider for ISPQ 01022:2011 energy efficiency and weatherization program standards. Additionally, the contractor participated in the Building Performance Institute (BPI) Home Energy Professional (HEP) Certification pilot project in 2012 – 2013. The contractor recently provided a BPI Quality Control Inspector Prep Course for 82 home energy professionals through a grant-funded program in Ohio.

**3.1.2.7** The OWTC will work directly with the State Agency's weatherization program providers and their staff to meet requirements for submission and approval by BPI for participant Quality Control Inspector and Energy Auditor applications. BPI approval is required for participants to challenge the written and field certification exams. BPI approval is not required for participants to attend the QCI or Energy Auditor courses. For students with prior BPI approval, the OWTC guarantees training and testing to support the State Agency timeline.

The OWTC will provide direct support to participants with the BPI Quality Control Inspector and Energy Auditor application process to facilitate timely submission of credential applications and work directly with BPI to expedite applications. BPI is the sole entity able to approve Quality Control Inspector and Energy Auditor applications and their ability to approve applications by the State Agency's timeline is not under the control or purview of the training center.

The OWTC has a long standing and collaborative relationship with BPI and as BPI test center since 2000, extensive experience in working with BPI. In addition to our BPI test center status, the OWTC participated in the BPI Home Energy Professional Certification Pilot in 2013 during which the Quality Control Inspector, Energy Auditor, Crew Leader and Retrofit Installer certification was launched and tested.

The OWTC supported participants in applying for BPI approval, trained and proctored 82 inspectors for the Ohio Weatherization Assistance Program from October 1<sup>st</sup> – December 30<sup>th</sup> 2013 working directly with BPI to expedite review and approval of those applications during this time. For students with prior BPI approval, the OWTC guarantees training and testing within the State Agency timeline.

**3.1.1.8** The OWTC will deliver training at the New River Community and Technical College in Ghent, WV.

**3.1.2.9** The OWTC will coordinate with the State Agency to ensure that the identified site built home meets the criteria for Building Performance Institute test facilities for the BPI Home Energy Professional certification exams which include the Quality Control Inspector and Energy Auditor.

**3.1.2.10** The OWTC will provide all props, equipment, tools, student materials and personal protective equipment as needed to conduct the training and testing.

### **3.1.3 Class #2: Energy Auditor Course**

**3.1.3.1** The contractor is an Interstate Renewable Energy Council (IREC)-accredited training program (please see attached accreditation documentation). The contractor shall provide a training program which is aligned with the National Energy Renewable Laboratory's Job Task Analyses (JTAs). The QCI Prep Course is based on, and shall meet the standards of the quality training required by the U.S. Department of Energy Weatherization Assistance Program's Core Competencies. The OWTC participated in the BPI Home Energy Professional Certification Pilot in 2013 during which the Energy Auditor certification was launched and tested.



#### **Home Energy Professional - Energy Auditor**

The Home Energy Professional - Energy Auditor is a comprehensive 5-day training which covers many topics including fundamentals of building science, home assessment and improvement concepts, and the use of diagnostic equipment including Blower Door, Duct Leakage Tester, Pressure Pan, Exhaust Fan Flow

Meter and Combustion Safety Testing equipment. This combination course will prepare students to challenge the written and field exams for any/all of the following Certifications: BPI Building Analyst Professional, BPI Envelope Professional, and the National Home Energy Professional Energy Auditor. To achieve any BPI certification, a student must receive a passing score on both the written and field examination for that specific certification.

After successful completion of this course, the participant will be able to perform comprehensive whole-home energy assessments, employ advanced diagnostic testing techniques, evaluate building systems performance, diagnose problems, and provide cost-effective solutions that increase energy efficiency and improve the health and safety qualities of the home.

This training Includes:

- Thirty-two hours of classroom/lab training by certified BPI Professionals,
- Interactive hands-on activities in a state-of-the-art weatherization training center containing demonstration equipment and prop/field learning house
- inspection and diagnostic testing training in prop/field learning house
- Blower door & pressure differential diagnostic testing
- Duct pressurization & pressure pan testing
- Ventilation fan flow rate measurement
- Combustion safety testing (spillage, draft, CO, gas leaks)

**PREREQUISITES:**

Since this course covers a wealth of material in a limited time, we recommend that students familiarize themselves with basic mathematics and construction terminology prior to attending the training. Students should also possess basic mathematical and computer operation skills.

Students seeking the BPI HEP Energy Auditor Certification must meet specific work experience prerequisites. A detailed list of prerequisites can be found here: [BPI Energy Auditor Pre-requisite Criteria](#)

Students seeking the BPI HEP Energy Auditor Certification must apply directly with BPI and receive approval to challenge the exams. The BPI Approval Letter must be provided to the OWTC prior to challenging any exams. The application and instructions for applying may be found here: [BPI Energy Auditor Application](#)



**3.1.3.2** The OWTC will deliver a class for the ten (10) students in the West Virginia Community Action Weatherization program.

**3.1.3.3** The Energy Auditor course is 40 hours delivered over five (5) days. Written (online) exams are allowable by BPI up to 2 ½ hours. Field exams are allowable by BPI up to 3 hours.

**3.1.3.4** Training and written testing will occur within the same week.

**3.1.2.5** Training and testing will be completed by September 30th 2014.

**3.1.3.6** The contractor is an IREC (Interstate Renewable Energy Council) accredited training provider for ISPEQ 01022:2011 energy efficiency and weatherization program standards. Interstate Renewable Energy Council (IREC)-accredited training program documentation. The contractor shall provide a training program which is aligned with the National Energy Renewable Laboratory's Job Task Analyses (JTAs). The QCI Prep Course is based on, and shall meet the standards of the quality training required by the U.S. Department of Energy Weatherization Assistance Program's Core Competencies. The OWTC participated in the BPI Home Energy Professional Certification Pilot in 2013 during which the Energy Auditor certification was launched and tested.

**3.1.3.7** The OWTC will work directly with the State Agency's weatherization program providers and their staff to meet requirements for submission and approval by BPI for participant Energy Auditor applications. BPI approval is required for participants to challenge the written and field certification exams. BPI approval is not required for participants to attend the Energy Auditor courses. For students with prior BPI approval, the OWTC guarantees training and testing to support the State Agency timeline.

The OWTC will provide direct support to participants with the Energy Auditor application process to facilitate timely submission of credential applications and work directly with BPI to expedite applications. BPI is the sole entity able to approve Energy Auditor applications and their ability to approve applications by the State Agency's timeline is not under the control or purview of the training center.

The OWTC has a long standing and collaborative relationship with BPI and as BPI test center since 2000, extensive experience in working with BPI. In addition to our BPI test center status, the OWTC participated in the BPI Home Energy Professional Certification Pilot in 2013

Ohio Weatherization Training Center  
Quality Control Inspector Training Proposal  
STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
NUMBER: GOE022014  
2014



during which the Quality Control Inspector, Energy Auditor, Crew Leader and Retrofit Installer certification was launched and tested.

The OWTC supported participants in applying for BPI approval, trained and proctored 82 inspectors for the Ohio Weatherization Assistance Program from October 1<sup>st</sup> – December 30<sup>th</sup> 2013 working directly with BPI to expedite review and approval of those applications during this time. For students with prior BPI approval, the OWTC guarantees training and testing within the State Agency timeline.



**3.1.1.8** The OWTC will deliver training at the New River Community and Technical College in Ghent, WV.

**3.1.2.9** The OWTC will coordinate with the State Agency to ensure that the identified site built home meets the criteria for Building Performance Institute test facilities for the BPI Home Energy Professional certification exams which include the Quality Control Inspector and Energy Auditor.

**3.1.2.10** The OWTC will provide all props, equipment, tools, student materials and personal protective equipment as needed to conduct the training and testing.

#### **3.1.4 Class #3 – Heating Unit Inspection**

**3.1.4.1** Heating Unit Inspection is a five day (40 hour) course is designed to provide personnel responsible for the initial and final safety inspection of heating systems with the knowledge necessary to perform a comprehensive inspection of the heating system in a home, including gas-fired cook stoves and dryers. In addition, the course is designed to enable the student to perform a final inspection of the heating system tune-up/repair work to assure that the job is completely and correctly done. This course provides the student with a general understanding of the operation of typical heating systems.

The performance objectives address the major heating fuel types (Natural Gas/Propane, Fuel Oil/Kerosene, Coal/Coke/Wood, and Electric) commonly used. Allowing for the variations found between different systems' manufacturers and ages, these objectives cover the heating system types (Direct Radiation, Gravity, and Forced Air, Hot Water, and Steam) in common use.

**3.1.4.2** The OWTC will provide two (2) cohorts of training for 12 students in each class to support extensive lab and hands-on learning.

**3.1.4.3** The Heating Unit Inspection course is a five day (40 hour) class.

**3.1.4.4** The training and exams are provided between Mondays through Friday in one week.

**3.1.4.5** Both Heating Unit Inspection courses will be delivered by September 30<sup>th</sup> 2014.

**3.1.4.6** The course is designed to provide personnel responsible for the initial and final safety inspection of heating systems with the knowledge necessary to perform a comprehensive inspection of the heating system in a home, including gas-fired cook stoves and dryers. In addition, the course is designed to enable the student to perform a final inspection of the heating system tune-up/repair work to assure that the job is completely and correctly done. This course provides the student with a general understanding of the operation of typical heating systems.

The performance objectives address the major heating fuel types (Natural Gas/Propane, Fuel Oil/Kerosene, Coal/Coke/Wood, and Electric) commonly used. Allowing for the variations found between different systems' manufacturers and ages, these objectives cover the heating system types (Direct Radiation, Gravity, and Forced Air, Hot Water, and Steam) in common use. Participants will be able to perform final inspections of heating systems and confirm final combustion analysis test accurately.

**3.1.4.7** The OWTC will provide for all of the necessary tools, equipment, student resources and consumables to deliver the training. Use of our Mobile Heat Lab will be employed to provide students with state of the art learning equipment and diagnostic tools

**3.1.4.8** Participants will be able to perform final inspections of heating systems and confirm final combustion analysis test accurately as well as perform all aspects of repair and system tune-up measures.

**3.1.4.9** The course will prepare students to verify efficiency improvements as well as health and safety measures. Participants will be able to verify Combustion Appliance Zone Test results.

**3.1.4.10** Participants will be able to determine when a job is complete, effective and verify that all heating system measures have been correctly performed and measured.

**3.1.4.11** The OWTC will work with the Office of Economic Opportunity to verify use of site built home if necessary as the Mobile Heat Lab will be available during the training.

**3.1.4.12** The OWTC will conduct the courses at the New River Community and Technical College in Ghent, WV.

**3.1.4.13** The OWTC will provide all materials related to student instruction, personal protective equipment, diagnostic tools and equipment to support the training.

#### **4. Contract Award**

##### **4.1 Contract Award**

The OWTC understand that the contract shall be awarded to the vendor meeting the required specifications and providing the lowest overall costs.

##### **4.2 Pricing Page**

Please refer to Attachment A for completed pricing page.

#### **5. Payment**

**5.1** The contractor shall submit itemized invoices and accept payment in accordance with payment procedures as outlined by the State of West Virginia.

**5.2** The contract will submit invoices by no later than thirty (30) calendar days after delivery of the training sessions. The contractor shall invoice for no more than the total guaranteed not-to-exceed total price indicated on the Pricing Page (please refer to attached). The contractor shall include all copies of attendance sheets, student evaluations, and any other relevant documentation from each of the training sessions.

**5.3** The contractor shall submit all invoices to:

Office of Economic Opportunity  
Attention: Mr. Stacy W. Keys  
700 Washington Street East, 4<sup>th</sup> Floor  
Charleston, WV 25301

#### **6. Delivery and Return**

**6.1** The OWTC shall deliver contracts items by September 30<sup>th</sup> 2014.



6.2 The OWTC shall provide notification in writing to the State Agency notice of any potential delay in performance outcomes/ contract delivery.

6.3 Does not apply.

6.4 Does not apply.

6.5 Does not apply.

**Attachment A – Pricing Page**

<u>Section</u>	<u>Description</u>	<u>Unit of Measure</u>	<u>Unit Cost</u>	<u>Quantity</u>	<u>Price</u>	<u>Qualifiers</u>
3.1.2 (Class #1)	Quality Control Inspector Course	Class	\$ 5,950.00	1	\$ 5,950.00	Discounted unit price - max. 10
	QCI Written Exam	Exam	\$ 250.00	10	\$ 2,500.00	Per exam cost - reflects 10
	QCI Field Exam	Exam	\$ 950.00	10	\$ 9,500.00	Per exam cost - reflects 10
3.1.3 (Class #2)	Energy Auditor Course	Class	\$ 6,950.00	1	\$ 6,950.00	Discounted unit price - max. 10
	EA Written Exam	Exam	\$ 250.00	10	\$ 2,500.00	Per exam cost - reflects 10
	EA Field Exam	Exam	\$ 700.00	10	\$ 7,000.00	Per exam cost - reflects 10
3.1.4 (Class #3)	Heating Unit Inspection	Class	\$ 6,950.00	2	\$ 13,900.00	Discounted unit price - max. 12

Rev. 04/14

# State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application\* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

**1. Application is made for 2.5% vendor preference for the reason checked:**

- Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
- Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
- Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

**2. Application is made for 2.5% vendor preference for the reason checked:**

- Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

**3. Application is made for 2.5% vendor preference for the reason checked:**

- Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

**4. Application is made for 5% vendor preference for the reason checked:**

- Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

**5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

**6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

**7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**

- Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: Corporation for Ohio Appalachia Signed: Paul J. Peep  
 Date: 5/21/2014 Title: Executive Director

RFQ No. GOE032014

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** 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 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: Corporation for Ohio Appalachian Development

Authorized Signature: *Randy J. Ross* Date: 5/21/2014

State of Ohio

County of Athens, to-wit:

Taken, subscribed, and sworn to before me this 21 day of May, 2014.

My Commission expires September 10, 2017.

AFFIX SEAL HERE

NOTARY PUBLIC *Lindsay Mayle*

*Purchasing Affidavit (Revised 07/01/2012)*



LINDSAY MAYLE  
NOTARY PUBLIC  
STATE OF OHIO  
Comm. Expires  
September 10, 2017  
Recorded in  
Vinton County



**CERTIFICATION AND SIGNATURE PAGE**

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Corporation for Ohio Appalachian Development

(Company)

Ron Rees

(Authorized Signature)

Ron Rees, Executive Director

(Representative Name, Title)

740-594-8499

(Phone Number)

(Fax Number)

5/21/2014

(Date)

**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 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 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.

Corporation for Ohio Appalachian  
Company Development

Paul J. Roey  
Authorized Signature

5/21/2014  
Date

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