

ORIGINAL

**PROPOSAL FOR MAPPING SERVICES
FOR NORTHERN COUNTIES OF WEST
VIRGINIA, OPEN-END CONTRACT
CRFQ NO. 0313 DEP1600000054**

Prepared for:

West Virginia Department of Environmental Protection
Office of Abandoned Mine Lands and Reclamation
601 57th Street, SE
Charleston, West Virginia 25304

Prepared by:

Potesta & Associates, Inc.
7012 MacCorkle Avenue, SE
Charleston, West Virginia 25304
Phone: (304) 342-1400 Fax: (304) 343-9031
E-mail: potesta@potesta.com

CONTACT: Mr. Dana Burns, Vice President

Signature: *Dana L. Burns*

Project No. 0101-16-0240

June 20, 2016

06/21/16 12:48:34
WV Purchasing Division

POTESTA

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**PROPOSAL FOR MAPPING SERVICES
FOR NORTHERN COUNTIES OF
WEST VIRGINIA, OPEN-END CONTRACT
CRFQ NO. 0313 DEP160000054**

1.0 QUALIFICATIONS

1.1 Corporate History and Experience

Potesta & Associates, Inc. (POTESTA) proposes to provide surveying and mapping services to the West Virginia Department of Environmental Protection, Office of Abandoned Mine Lands & Reclamation (WVDEP, AML). These services will consist of the development of detailed topographic mapping from field survey data, as well as aerial photography, design data surveys, and the development of field survey information suitable and adequate for the development of detailed plans and specifications. Surveying and mapping services will be provided on an open-end contract basis for various locations in northern counties of West Virginia, as identified by the Office of Abandoned Mine Lands & Reclamation.

POTESTA is an engineering and environmental consulting firm providing professional services to deliver innovative, cost-effective solutions to complex problems. Our firm is multi-disciplinary and has a diversified practice covering engineering (civil, chemical, environmental, geotechnical, mechanical, and mining), permitting, site characterization and remediation, and general environmental consulting. Civil/site, geotechnical and mining engineering are areas of extensive expertise at POTESTA. We have worked on numerous engineering projects (ranging from site grading and drainage plans for university dorms and commercial/presidential developments, to power plant foundations to mine layouts/reclamation of abandoned mine lands) throughout the region. Our 12 registered professional engineers have over 250 years of experience among them and are supported by a large group of engineers, designers, surveyors and a landscape architect. Regulatory liaison and environmental compliance are areas of exceptional strength for POTESTA as the President of the company is a former director of the West Virginia Department of Natural Resources.

POTESTA has an experienced, efficient survey and mapping department within the engineering group. We routinely complete survey and mapping services for our clients and provide quality field survey data, topographic mapping, survey control, construction stakeout services, survey plat development, and related services.

Our clients include state, local, and federal government agencies, mining companies, manufacturers, utility companies, waste management companies, chemical companies, architects, attorneys, financial institutions, insurance companies, land developers, and construction companies.

We carry a full line of insurance coverage including general liability, errors and omissions, and workers' compensation. We also have quality control procedures to assist in providing our clients with quality projects.

POTESTA, since starting in 1997, has grown to over 90 employees in three offices. Included are 12 registered professional engineers (R.P.E.'s), three registered professional licensed land surveyors (P.L.S.'s), and one PhD whose specialties include aquatic biology and water quality. POTESTA has assembled a team that has historically served WVDEP, AML on numerous AML projects. In fact our staff has worked on over 100 AML projects for WVDEP (and more in other states) dating back into the mid 1980's. We have an ongoing workload with WVDEP, AML.

POTESTA will perform the work for this project from our Morgantown, West Virginia office with support as necessary from our Charleston, West Virginia office. POTESTA emphasizes that we will make a priority commitment to this contract.

Appendix A contains the executed Request for Quotation form, POTESTA's completed bid schedule, and Purchasing Affidavit form.

The following describes POTESTA's qualifications for surveying and aerial mapping services necessary for this project:

POTESTA proposes to utilize our own survey crews on this project. POTESTA will perform the surveying required for this contract using in-house personnel. POTESTA has four licensed professional surveyors with over 70 years of combined surveying experience. Our surveyors are experienced in all aspects of surveying such as topographic mapping, boundary and property surveys, and construction surveys for layout of work, record drawings, and quantity measurements. We have three survey crews and the capability to add a fourth crew if necessary.

POTESTA's surveyors use state-of-the-art "Field to Finish" equipment such as total station instruments, Trimble R-8 Glonass, data collectors, AutoCAD 2014, Autodesk Civil 3D design software, computer hardware for data management, and a Hewlett Packard Designjet 4500 color ink jet plotter.

POTESTA is equipped with modern survey-grade GPS and conventional survey equipment allowing efficient data processing and accurate gathering of field information. GPS equipment includes Trimble R8 GNSS and Trimble R10 GNSS receivers to set and determine control points with sub-centimeter accuracy. Total station instruments equipped with data collectors are utilized for complete field-to-office automation allowing for high levels of productivity in the field for conventional surveying tasks. The latest versions of software are then used to process survey data and create drawings or required end products.

Surveys and mapping are completed to the standards as outlined by the National Map Standards as well as other applicable quality standards referenced in the Request for Quotation.

POTESTA will subcontract aerial photography and aerial mapping compilation.

1.2 Licensed Land Surveyors

POTESTA has four licensed land surveyors. The licensed land surveyors are:

- Mr. Dana Burns, PE, PS
- Mr. Mark Sankoff, PE, PS
- Mr. Victor Dawson, PS
- Mr. Joe Crowder, PS

Primary project responsibilities will be performed by Mr. Victor Dawson, PS No. 956.

POTESTA's Certificate of Authorization with the West Virginia Board of Professional Surveyors is Certificate No. 11-5368.

1.3 List of Similar Projects Completed Previously by POTESTA

Appendix B includes a list of representative, similar mapping projects completed by POTESTA over the past five years. These projects are designated as "complete."

1.4 List of Similar Projects Currently Working On

Appendix B includes a list of similar mapping projects currently ongoing.

1.5 Project Manager

POTESTA's project manager will be Mr. Victor Dawson, PS. Mr. Dawson has 30 years of experience in surveying work and is a registered professional surveyor in West Virginia, North Carolina, and South Carolina.

1.6 Years of Experience

POTESTA has been providing surveying and mapping services to our clients for 19 years.

2.0 CLOSING

We look forward to continuing to serve WVDEP, AML on the open-end contract for surveying and mapping. Our commitment is to provide quality service, rapid response and project completion, and to exceed your expectations for services performed under this project. We believe the track record of our professionals demonstrates our ability and commitment.



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

State of West Virginia
 Request for Quotation
 27 - Miscellaneous

Proc Folder: 188928

Doc Description: Addendum No. 01-Mapping Services in Northern WV

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Sollcitation No	Version
2016-06-15	2016-06-21 13:30:00	CRFQ 0313 DEP1600000054	2

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

VENDOR
 Vendor Name, Address and Telephone Number: Potesta & Associates, Inc.
 7012 MacCorkle Avenue, SE
 Charleston, WV 25304
 (304) 342-1400

FOR INFORMATION CONTACT THE BUYER
 Beth Collins
 (304) 558-2157
 beth.a.collins@wv.gov

Signature X *Dana L. Burns* FEIN # 311509066 DATE June 21, 2016
 All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum

Addendum No.01 issued to publish and distribute the attached information to the vendor community.

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Control Surveying	600.00000	HOUR	\$77.50	\$46,500.00

Comm Code	Manufacturer	Specification	Model #
81151601			

Extended Description :
(Spec Item 3.1.1.2 & 4.2)

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Topographic, Planimetric and Check Surveying	1800.00000	HOUR	\$77.00	

Comm Code	Manufacturer	Specification	Model #
81151601			

Extended Description :
(Spec Item 3.1.1.3 & 4.2)

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Topographic Mapping - (0-25 Acres)	15.00000	ACRE	\$160.00	\$2,400.00

Comm Code	Manufacturer	Specification	Model #
81151601			

Extended Description :
(Spec Item 3.2 & 4.2)

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Topographic Mapping - (25-50 Acres)	30.00000	ACRE	\$90.00	\$2,700.00

Comm Code	Manufacturer	Specification	Model #
81151601			

Extended Description :
(Spec Item 3.2 & 4.2)

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Topographic Mapping - (50-100 Acres)	75.00000	ACRE	\$40.00	\$3,000.00

Comm Code	Manufacturer	Specification	Model #
81151601			

Extended Description :
(Spec Item 3.2 & 4.2)

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Topographic Mapping - (Over 100 Acres)	125.00000	ACRE	\$20.00	\$2,500.00

Comm Code	Manufacturer	Specification	Model #
81151601			

Extended Description :
(Spec Item 3.2 & 4.2)

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Question Deadline at 5:00 PM, EST	2016-06-03

DEP160000054	Document Phase Final	Document Description Addendum No. 01-Mapping Services in Northern WV	Page 5 of 5
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
Request for Quotation
27 - Miscellaneous

Proc Folder: 188928

Doc Description: Mapping Services in Northern West Virginia (Open-End)

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-05-19	2016-06-21 13:30:00	CRFQ 0313 DEP1600000054	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:
 Potesta & Associates, Inc.
 7012 MacCorkle Avenue, SE
 Charleston, WV 25304

 (304) 342-1400

FOR INFORMATION CONTACT THE BUYER

Beth Collins
 (304) 558-2157
 beth.a.collins@wv.gov

Signature X *Dana J. Burns* FEIN # 311509066 DATE June 21, 2016

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

ADDITIONAL INFORMATION:

THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION, IS SOLICITING BIDS FOR AN OPEN-END CONTRACT FOR MAPPING SERVICES FOR THE NORTHERN WEST VIRGINIA COUNTIES, PER THE ATTACHED SPECIFICATIONS AND DOCUMENTATION.

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Control Surveying	600.00000	HOUR	\$77.50	\$46,500.00

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81151601			

Extended Description :
(Spec Item 3.1.1.2 & 4.2)

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ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Topographic, Planimetric and Check Surveying	1800.00000	HOUR	\$77.00	\$138,600.00

Comm Code	Manufacturer	Specification	Model #
81151601			

Extended Description :
(Spec Item 3.1.1.3 & 4.2)

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US	

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3	Topographic Mapping - (0-25 Acres)	15.00000	ACRE	\$160.00	\$2,400.00

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Topographic Mapping - (25-50 Acres)	30.00000	ACRE	\$90.00	\$2,700.00

Comm Code	Manufacturer	Specification	Model #
81151601			

Extended Description :
(Spec Item 3.2 & 4.2)

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Topographic Mapping - (50-100 Acres)	75.00000	ACRE	\$40.00	\$3,000.00

Comm Code	Manufacturer	Specification	Model #
81151601			

Extended Description :
(Spec Item 3.2 & 4.2)

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ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Topographic Mapping - (Over 100 Acres)	125.00000	ACRE	\$20.00	\$2,500.00

Comm Code	Manufacturer	Specification	Model #
81151601			

Extended Description :
(Spec Item 3.2 & 4.2)

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Tech Question Deadline at 5:00 PM, EST	2016-06-03

DEP1600000054	Document Phase Final	Document Description Mapping Services in Northern West Virginia (Open-End)	Page 5 of 5
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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.

Dana L. Burns, PE, Vice President

(Name, Title)

Dana L. Burns, PE, Vice President

(Printed Name and Title)

7012 MacCorkle Avenue, SE, Chareleston, WV 25304

(Address)

304-342-1400 / 304-343-9031

(Phone Number) / (Fax Number)

dlburns@potesta.com

(email address)

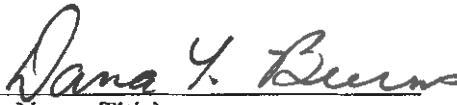
CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Potesta & Associates, Inc.

(Company)

Dana L. Burns, PE, Vice President

(Authorized Signature) (Representative Name, Title)



Dana L. Burns, PE, Vice President

(Printed Name and Title of Authorized Representative)

June 21, 2016

(Date)

304-342-1400 / 304-343-9031

(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: *DEP1400000053*

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.

Potesta & Associates, Inc.

Company

Dana L. Reem

Authorized Signature

June 21, 2016

Date

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

LIST OF SIMILAR MAPPING AND SURVEY PROJECTS

Project No.	Client	Project Description
<i>Complete</i>		
11-0107	Southern West Virginia Asphalt, Inc.	850 Acres Aerial Mapping of Kelly Mountain Quarry
11-0108	Southern West Virginia Asphalt, Inc.	550 Acres Aerial Mapping of Bowden Quarry
10-0423	WVDEP, AML Sundial	Sundial Aerial Mapping
13-0165	WVDEP, OSR Cheyenne Sales Company, Inc.	Special Reclamation Activities and Survey Task to Support Reclamation
13-0530	WVDEP, AML CRANY Mine Dump	19-Acre Coal Refuse Reclamation and Survey Task to Support Reclamation
15-0376	WVDEP, AML Laurel Branch (Weaver Portals)	Subsurface Mine Portal Exploration and Field Topography Survey for Mapping
08-0491-010	WVDEP, AML Georges Creek Portals	Subsurface Mine Portal Exploration and Survey Task to Support Reclamation
08-0491-020	WVDEP, AML Putney Impoundment	Coal Refuse Reclamation and Survey Task to Support Reclamation
10-0556	WVDEP, AML Johns Branch	Coal Refuse Reclamation and Survey Task to Support Reclamation
08-0192-010	WVDEP, AML Fairmont East Drainage	Coal Refuse Reclamation and Survey Task to Support Reclamation
08-0192-020	WVDEP, AML Rachel Refuse	Coal Refuse Reclamation and Survey Task to Support Reclamation
11-0492	WVDEP, AML MacArthur Subsidence I	Subsurface Mining and Subsidence Portal Exploration and Survey Task to Support Exploration
12-0114	WVDEP, AML East Lynn II	Subsurface Mine Portal Exploration and Survey Task to Support Reclamation
13-0040	WVDEP, AML MacArthur Subsidence II	Subsurface Mining and Subsidence Exploration and Survey Task to Support Exploration
13-0296	WVDEP, AML Wolfpen (Carpenter) Portals	Subsurface Mine Portal Exploration and Field Topography Survey for Mapping
14-0282	WVDEP, OSR Chicopee Coal	Mining Reclamation and Survey Task to Support Reclamation
07-0408	WVDEP, AML Jessop Highwall	Abandoned Mine Lands Aerial Mapping

Project No.	Client	Project Description
10-0195	Marion County Regional Development Authority	25 Acres Aerial Mapping of Owens Glass Plant, ALTA
11-0142	Bridge Partners	20 Acres Aerial Mapping of West Run Student Housing, ALTA
09-0161	West Virginia Department of Environmental Protection	Aerial Mapping for South Charleston Sanitary Landfill
08-0437	Shafer Brothers Mines	300 Acres Aerial Mapping of Bucy 2 Mine
08-0600	Shafer Brothers Mines	475 Acres Aerial Mapping of Edna Gas Mine
08-0615	Shafer Brothers Mines	240 Acres Aerial Mapping of West Hills Mine
11-0056	University of Charleston	Aerial Mapping of Entire Campus
11-0227	Copper Beech Townhome Communities, LLP	42 Acres Aerial Mapping of Copper Beech, ALTA
08-0438	Shafer Brothers Mines	450 Acres Aerial Mapping of Miller Mine
10-0042	Shafer Brothers Mines	366 Acres Aerial Mapping of National Mine
10-0274	Shafer Brothers Mines	350 Acres Aerial Mapping – Bucy 3 Mine
11-0533	LANGAN Properties	65 Acres Aerial Mapping – Proposed Shopping/Motel Site
11-0256	Ridgeline	20 Acres Aerial Mapping for New Store
14-0148	DuPont ALTA Surveys	ALTA Survey Performed on Various DuPont Plant Locations

Note: POTEITA has completed all mapping projects under contract and has no current mapping projects waiting to be performed.

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 exceed 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: Potesta & Associates, Inc.

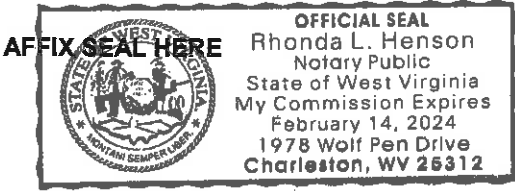
Authorized Signature: _____ Date: June 21, 2016

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 21 day of June, 2016.

My Commission expires February 14, 2024.



NOTARY PUBLIC Rhonda L Henson