



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

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

## Header

List View

General Information | Contact | Default Values | Discount | Document Information

Procurement Folder: 214515

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 0506

Vendor ID:

SO Doc ID: MHC1700000001

Legal Name: TENNIS ROOFING & ASPHALT INC

Published Date: 7/29/16

Alias/DBA:

Close Date: 8/16/16

Total Bid: \$184,799.00

Close Time: 13:30

Response Date:

Status: Closed

Response Time:

Solicitation Description:

Total of Header Attachments: 0

Total of All Attachments: 0



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

State of West Virginia  
 Solicitation Response

Proc Folder : 214515  
 Solicitation Description : ADDENDUM\_1: BALLASTED ROOFING SYSTEM  
 Proc Type : Central Purchase Order

Date issued	Solicitation Closes	Solicitation Response	Version
	2016-08-16 13:30:00	SR 0506 ESR08161600000000702	1

VENDOR
000000161072 TENNIS ROOFING & ASPHALT INC

Solicitation Number: CRFQ 0506 MHC1700000001

Total Bid : \$184,799.00      Response Date: 2016-08-16      Response Time: 12:32:11

Comments:

**FOR INFORMATION CONTACT THE BUYER**  
 Mark A Atkins  
 (304) 558-2307  
 mark.a.atkins@wv.gov

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	REPLACEMENT OF EXISTING BALLASTED ROOFING SYSTEM	1.00000	LS	\$184,799.000000	\$184,799.00


Comm Code	Manufacturer	Specification	Model #
72000000			

<b>Extended Description :</b>	Section 4.1.1 - All labor, materials, equipment, and anything incidental to replace the existing ballasted roof with a fully adhered EPDM roofing system. 100% STATE FUNDED
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CRFQ 0506 MHC1700000001  
Replacement of Existing Ballasted Roofing System

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE (Lump Sum)
4.1.1	Lump Sum Total Cost for all labor, materials, equipment, and anything incidental to replace the existing ballasted roof with a fully adhered EPDM roofing system.	1 (Lump Sum Total Cost)	\$ <u>184,799.00</u>

\* Award will be made to lowest overall total lump sum cost, meeting specifications\*

Vendor Name TENNIS ROOFING  
Vendor Address 250 WEST WYLIE AVE  
WASHINGTON, PA 15301  
Remit Address 250 WEST WYLIE AVE.  
WASHINGTON, PA 15301  
Phone # 724-884-0052  
Fax # 724-884-0058  
Email terry@tennisroofinginc.com  
Signature 

WEST VIRGINIA CONTRACTOR'S LICENSE #  
WV 029081

# CONTRACTOR LICENSE

Authorized by the  
West Virginia Contractor Licensing Board

Number: WV029081

Classification:  
ROOFING

TENNIS ROOFING AND ASPHALT INC  
DBA TENNIS ROOFING AND ASPHALT INC  
250 N WYLIE AVE  
WASHINGTON, PA 15301

Date Issued

Expiration Date

OCTOBER 28, 2015

OCTOBER 28, 2016

WEST VIRGINIA  
CONTRACTOR  
LICENSING  
BOARD

Authorized Company Signature

*Michael A. Carl*  
Chair, West Virginia Contractor  
Licensing Board

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Tennis Roofing & Asphalt, Inc.  
of 250 West Wylie Avenue, Washington, PA 15301, as Principal, and PA National Mutual Casualty Insurance Co.  
of 1500 Ardmore Boulevard, Pittsburgh, PA 15221, a corporation organized and existing under the laws of the State of  
Pennsylvania with its principal office in the City of Harrisburg, as Surety, are held and firmly bound unto the State  
of West Virginia, as Oblgee, in the penal sum of Five Percent (5%) of Amount Bid (\$ ) for the payment of which,  
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
Roof Replacement at John Manchin Sr. Health Center, 401 Guffey Street, Fairmont, WV 26554

This Bid Bond is not valid for Bid Amounts in excess of \$500,000.00

**NOW THEREFORE,**

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

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

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this  
16th day of August, 2016.

Principal Corporate Seal

Tennis Roofing & Asphalt, Inc.

(Name of Principal)

By [Signature]

(Must be President or Vice President)

President

(Title)

Surety Corporate Seal

PA National Mutual Casualty Insurance Co.

(Name of Surety)

[Signature]

Douglas M. Free Attorney-in-Fact

**IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals must be affixed, a power of attorney must be attached.**

PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY  
Harrisburg, Pennsylvania

2498

POWER OF ATTORNEY

Know All Men By these Presents, That PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY, a corporation of the Commonwealth of Pennsylvania, does hereby make, constitute and appoint SAMUEL S. FREE, AND DOUGLAS M. FREE, BOTH OF PITTSBURGH, PENNSYLVANIA (EACH) its true and lawful Attorney(s)-in-Fact to make, execute, seal and deliver for and on its behalf, as surety, as its act and deed:

ANY AND ALL BONDS AND UNDERTAKINGS PROVIDED THE AMOUNT OF NO ONE BOND OR UNDERTAKING EXCEEDS THE SUM OF TEN MILLION DOLLARS ----- (\$10,000,000.00) ALL POWER AND AUTHORITY HEREBY CONFERRED SHALL HEREBY EXPIRE AND TERMINATE WITHOUT NOTICE AT MIDNIGHT ON AUGUST 31, 2020, AS RESPECTS EXECUTION SUBSEQUENT THERETO.

And the execution of such bonds in pursuance of these presents shall be as binding upon said Company as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Harrisburg, Pennsylvania, in their own proper persons.

This appointment is made by and under the authorization of a resolution adopted by the Board of Directors of the Company on October 24, 1973 at Harrisburg, Pennsylvania which is shown below and is now in full force and effect.

RESOLVED, that (1) the President, any Vice President, the Secretary, or any Department Secretary shall have power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Company, and affix the Company's seal thereto, bonds, undertakings, recognizance's, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any of such Officers of the Company may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-Fact with authority to execute waivers and consents on behalf of the Company; and (3) the signature of any such Officer or of any Assistant Secretary or Department Assistant Secretary and the Company seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such Officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

In Witness Whereof: PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY has caused these presents to be signed and its corporate seal to be hereto affixed on August 12, 2010.



PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY

*Robert B. Brandon*  
Robert B. Brandon, Senior Vice-President, Underwriting Operations

Commonwealth of Pennsylvania, County of Dauphin – ss:

On August 12, 2010, before me appeared Robert B. Brandon to me personally known, who being by me duly sworn, did say that he resides in the Commonwealth of Pennsylvania, that he is the Senior Vice-President, Underwriting Operations of PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY, that he is the individual described in and who executed the preceding instrument, and that the seal affixed to said instrument is the corporate seal of said Company, and that said instrument was signed and sealed on behalf of said Company by authority and direction of said Company, and the said office acknowledged said instrument to be the free act and deed of said Company.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Cristy M. Daly, Notary Public  
City Of Harrisburg, Dauphin County  
My Commission Expires Dec. 6, 2011  
Member, Pennsylvania Association of Notaries

*Cristy M. Daly*  
Notary Public

I, Robert B. Brandon, Senior Vice-President, Underwriting Operations of the PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY, a corporation of the Commonwealth of Pennsylvania, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by the said Company, which is still in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the corporate seal of said Company on 08/16/2016

*Robert B. Brandon*  
Senior Vice-President, Underwriting Operations





REQUEST FOR QUOTATION  
CRFQ 0506 MHC1700000001  
Replacement of Existing Ballasted Roofing System

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**10. VENDOR DEFAULT:**

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

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

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

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

10.1.4. Failure to remedy deficient performance upon request.

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

10.2.1. Immediate cancellation of the Contract.

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

10.2.3. Any other remedies available in law or equity.

**11. MISCELLANEOUS:**

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

Contract Manager: TERRY STAMM  
Telephone Number: 724-884-0052  
Fax Number: 724-884-0058  
Email Address: terry@tennisroofinginc.com

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: CRFQ 0506 MHC170000001

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.

TENNIS ROOFING INC.  
Company

  
Authorized Signature

8-16-2016  
Date

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

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: Tennis Roofing & Asphalt, Inc.

Authorized Signature: [Signature] Date: 8/15/2016

State of Pennsylvania

County of Washington, to-wit:

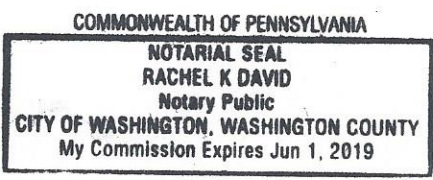
Taken, subscribed, and sworn to before me this 15<sup>th</sup> day of August, 2016.

My Commission expires Jun 1, 2019.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature: Rachel K. David]

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





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

*Pennsylvania*  
STATE OF ~~WEST VIRGINIA~~,  
COUNTY OF *Washington*, TO-WIT:

I, *Terry Stamm*, after being first duly sworn, depose and state as follows:

1. I am an employee of *Tennis Roofing & Asphalt, Inc.*; and,  
(Company Name)
2. I do hereby attest that *Tennis Roofing & Asphalt, Inc.*  
(Company Name)

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

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

By: *Terry Stamm*  
Title: *Project Manager, Estimator*  
Company Name: *Tennis Roofing & Asphalt, Inc.*  
Date: *8/15/2016*

Taken, subscribed and sworn to before me this *15<sup>th</sup>* day of *August*, *2016*.

By Commission expires *Jun 1, 2019*

(Seal) **NOTARIAL SEAL**  
**RACHEL K DAVID**  
Notary Public  
CITY OF WASHINGTON, WASHINGTON COUNTY  
My Commission Expires Jun 1, 2019

*Rachel K David*  
(Notary Public)

**THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.**

**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.

Terry Stamm, PROJECT MANAGER  
(Name, Title)  
TERRY STAMM, PROJECT MANAGER  
(Printed Name and Title)  
250 WEST WYUJE AVE WASHINGTON, PA 15301  
(Address)  
724-884-0052 / 724-884-0058  
(Phone Number) / (Fax Number)  
terry@tennisroofinginc.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.

TENNIS ROOFING INC.  
(Company)

Terry Stamm PROJECT MANAGER  
(Authorized Signature) (Representative Name, Title)

TERRY STAMM PROJECT MANAGER  
(Printed Name and Title of Authorized Representative)

8-16-2016  
(Date)

724-884-0052 724-884-0058  
(Phone Number) (Fax Number)