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## Header @ 3

List View

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

Procurement Folder: 352113

Procurement Type: Central Purchase Order

Vendor ID:

Legal Name: SKELLY & LOY INC

Alias/DBA:

Total Bid: \$61,090.54

Response Date:

Response Time:

SO Doc Code: CRFQ

SO Dept: 0432

SO Doc ID: DCH1800000003

Published Date: 9/15/17

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Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 3

Total of All Attachments: 3



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 352113  
**Solicitation Description :** To conduct a Reconnaissance-Level Survey.  
**Proc Type :** Central Purchase Order

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-09-28 13:30:00	SR 0432 ESR09271700000001338	1

VENDOR
000000161046 SKELLY & LOY INC

**Solicitation Number:** CRFQ 0432 DCH1800000003

**Total Bid :** \$61,090.54      **Response Date:** 2017-09-27      **Response Time:** 16:47:18

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Michelle L Childers  
 (304) 558-2063  
 michelle.l.childers@wv.gov

<b>Signature on File</b>	<b>FEIN #</b>	<b>DATE</b>
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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	To conduct a Reconnaissance-Level Survey.				\$61,090.54

Comm Code	Manufacturer	Specification	Model #
71112107			

<b>Extended Description :</b>	To conduct a Reconnaissance-Level Survey.
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# RESPONSE TO REQUEST FOR QUOTATION



## WEST VIRGINIA DIVISION OF CULTURE AND HISTORY RECONNAISSANCE-LEVEL ARCHITECTURAL RESOURCE SURVEY OF HANCOCK, BROOKE, MARSHALL, WETZEL, AND TYLER COUNTIES, RFQ #DCH180000003

Skelly and Loy, Inc.'s award-winning Cultural Resources Service Group is pleased to submit this quotation and supporting material to the West Virginia Purchasing Division in response to the Request for Quotation (RFQ) for the reconnaissance-level architectural survey of Hancock, Brooke, Marshall, Wetzel, and Tyler Counties issued on September 15, 2017.

### SKELLY AND LOY QUALIFICATIONS

Skelly and Loy's Cultural Resources Service Group, with offices in Morgantown, West Virginia, and Pittsburgh, Pennsylvania, has been providing cultural resources services to public, private, and nonprofit clients for nearly 30 years. Skelly and Loy personnel have significant experience and have performed dozens of reconnaissance- and intensive-level architectural surveys throughout West Virginia as well as in surrounding states. In addition to survey work, we have a successful track record of preparing National Register of Historic Places (NRHP) and National Historic Landmark (NHL) nominations, historic contexts, Historic American Buildings and Historic American Engineering Record (HABS/HAER) documentations, and Phases I, II, and III archaeological investigations.

### KEY PERSONNEL

The Project Manager/Principal Investigator to be assigned to the reconnaissance-level Architectural Survey project served in a similar role in reconnaissance-level architectural surveys completed by Skelly and Loy between 2010 and 2012 in Calhoun, Clay, Roane, Wirt, Pendleton, and Pocahontas Counties and also on a combined reconnaissance- and intensive-level survey in Parsons, Tucker County. His qualifications and the other personnel to be assigned to the project exceed the requirements specified in 36 CFR Part 61, Professional Qualification Standards and the intent of Section 112 (a)(1) of the National Historic Preservation Act of 1966, as amended. Resumes of key personnel are included as Appendix A of this quotation.

**Gerald M. Kuncio**, Skelly and Loy's Senior Historian, will be the Project Manager and Principal Investigator for the project. He will provide overall project management and Quality Assurance/Quality Control (QA/QC), reviewing each of the 750 individual West Virginia Historic Property Inventory (HPI) forms before they are submitted to the West Virginia State Historic Preservation Office (WVSHPO). Mr. Kuncio fulfilled the same roles during the Central West Virginia, Pendleton, and Pocahontas architectural resource surveys. He will also prepare the history of each county and the survey methodology. Additional West Virginia projects for which he served as either Project Manager or Principal Investigator for historic structures investigations include the Glenville Roundabout Project, the US 219 Relocation project, and the U.S. 220 National Highway System Tier One Environmental Impact Statement (EIS) project.

**Jenna C. Thomas**, Architectural Historian, will be the lead surveyor responsible for coordinating the field survey and preparing the HPI forms. Ms. Thomas is familiar with the area of West Virginia to be surveyed, having graduated high school in Wheeling. Ms. Thomas has a Master's Degree in Art History from Kent State University, which included course work in architectural history. She has evaluated numerous resource types for NRHP eligibility, including individual buildings, churches, and agricultural resources.

## RESPONSE TO REQUEST FOR QUOTATION



### EXPERIENCE/SIMILAR PROJECTS

Skelly and Loy's Cultural Resources Service Group has extensive experience surveying above-ground resources throughout the State of West Virginia. We have completed similar reconnaissance-level architectural history surveys in Calhoun, Clay, Pendleton, Pocahontas, Roane, Tucker, and Wirt Counties. Additionally, Skelly and Loy has held open-end cultural resource and environmental service contracts with the West Virginia Division of Highways (WVDOH) continually since the early 1990s. Through these contracts, we have worked on projects spanning the entire state's geographic, physiographic, and cultural extents. We are familiar with West Virginia's cities and small towns, rural areas, landforms, drainages, source material, and historic repositories.

Detailed below are three similar West Virginia projects that demonstrate our ability to complete the architectural resource survey in the five counties.

#### ***Pendleton County Reconnaissance-level Architectural History Survey***

**Client:** West Virginia Division of Culture and History

**Reference:** Ms. Erin Riebe (now with the WV Humanities Council), 304-346-8500 and [riebe@wvhumanities.org](mailto:riebe@wvhumanities.org)

Skelly and Loy completed a reconnaissance-level survey of resources greater than 50 years of age in Pendleton County, West Virginia. The Scope of Work and survey methodology were the same as that proposed for this architectural resource survey. Skelly and Loy completed HPI forms for 885 resources. The county's forms were submitted along with a final report consisting of the county history, survey methodology, description of property types, USGS maps, summary of the results, and the table of NRHP recommendations.

#### ***Pocahontas County Reconnaissance-level Architectural History Survey***

**Client:** West Virginia Division of Culture and History

**Reference:** Ms. Erin Riebe (now with the WV Humanities Council), 304-346-8500 and [riebe@wvhumanities.org](mailto:riebe@wvhumanities.org)

Skelly and Loy completed a reconnaissance-level survey of resources greater than 50 years of age in Pocahontas County, West Virginia. The Scope of Work and survey methodology were the same as that proposed for this survey. Skelly and Loy completed HPI forms for 632 resources. Because of the rural nature and sparse population of the county, Skelly and Loy received permission from the WVSHPO to stop the survey short of 750 resources but to survey additional resources in Pendleton County. The county's forms were submitted along with a final report consisting of the county history, survey methodology, description of property types, USGS maps, summary of the results, and the table of NRHP recommendations.

#### ***Central West Virginia Historic Resource Survey - Calhoun, Clay, Roane, and Wirt Counties, West Virginia***

**Client:** West Virginia Division of Culture and History

**Reference:** Ms. Erin Riebe (now with the WV Humanities Council), 304-346-8500 and [riebe@wvhumanities.org](mailto:riebe@wvhumanities.org)

In 2010 and 2011, Skelly and Loy completed the Central West Virginia Historic Resource Survey in Calhoun, Clay, Roane, and Wirt Counties. The reconnaissance-level survey of resources greater than 50 years of age had the same Scope of Work and was completed using the same methodology as proposed for this survey. Skelly and Loy completed HPI forms for 770 resources. Each county's forms were submitted along with a final report consisting of the county history, survey methodology, description of property types, USGS maps, summary of the results, and the table of NRHP recommendations.



## TECHNICAL PROPOSAL/ASSUMPTIONS

The Request for Quotation contains “Mandatory Contract Services Requirements and Deliverables.” Skelly and Loy will meet the mandatory requirements using the methodology explained below.

### **Conduct a Reconnaissance-Level Architectural Resources Survey**

Skelly and Loy will use the county histories and historic maps to identify the unincorporated areas within each county where it will be most effective to survey, based on concentrations of architectural resources. Mr. Kuncio and Ms. Thomas will also hold a telephone conference with representatives from the WVSHPO to discuss what areas, if any, in which they would like Skelly and Loy to concentrate our efforts.

### **Research and Write a History of Each County**

Skelly and Loy will prepare a 10- to 20-page history for each county. The histories will provide contexts that identify specific themes of history associated with the built resources in order to evaluate resources for NRHP eligibility. The histories will be prepared using easily accessible primary and secondary sources including websites; published county and regional histories, and historic maps and atlases at the West Virginia Regional History Collection at West Virginia University. The drafts will be submitted to the WVSHPO for review in Portable Document Format (.pdf) along with the draft HPI forms.

### **Complete West Virginia Historic Property Inventory Forms**

Skelly and Loy will complete HPI forms for 750 historic architectural resources. All will be at least 50 years old or will have been built prior to 1969. It is assumed that 150 resources will be surveyed in each county unless otherwise directed by the WVSHPO. Each resource will be at least 50 years old and will have historic architectural integrity as defined in *National Register Bulletin: How to Apply the National Register Criteria for Evaluation*. Skelly and Loy assumes that we will receive from the WVSHPO ESRI shape files in UTM 17 NAD 83 projection for all previously surveyed resources in the county.

Following the receipt of the information, Skelly and Loy will survey each county in accordance with the Secretary of Interior's *Standards for Identification and Evaluation* and the WVSHPO's *Survey and National Register Manual*. Skelly and Loy will take at least two digital black-and-white photographs of the exterior of all surveyed architectural resources. One of the photographs will be a three-quarter view showing the main elevation. Photographs will be embedded in the HPI forms and will also be submitted separately as .jpg images on CD-R media, with each photograph labeled by West Virginia HPI site number. All digital photographs will meet the current National Park Service's standards for electronic images.

All descriptive fields in the HPI forms will be completed, and the essential physical characteristics of each architectural resource will be noted. Deed research will not be conducted on individual properties. Significance under NRHP Criterion C will be recommended based on the architecture of the resource.

To reduce costs and promote environmental stewardship, Skelly and Loy will submit the draft HPI forms electronically .pdf files along with the photographs. Final versions will be submitted in both electronic and hard copy formats.



## **Provide United States Geological Survey (USGS) Topographic Maps**

Skelly and Loy's Technical Services Group will use ESRI Arc GIS to note resource locations on USGS 7.5 minute series quadrangle base maps. One set of hard copy maps will be printed out with the resource numbers noted. Each map will be labeled with the name of the county, quadrangle name, and HPI site numbers. The locations will also be digitized as ESRI shape files in UTM 17 North NAD 83 projection. The electronic data will be conveyed to the WVSHPO's Information System Coordinator.

## **Provide Formal Written NRHP Eligibility Recommendations**

Following completion of the architectural resource survey, Skelly and Loy will produce a database and printed table containing which resources are recommended as eligible or potentially eligible for NRHP listing. The database will also contain the following information about each resource: site number; approximate year built; property type; architectural style; thumbnail description; and proposed NRHP criterion.

## **Compile Final HPI Forms and Survey Report**

Skelly and Loy will produce final survey reports for each county. Each report will include the county history, a description of the survey methodology, descriptions of the property types, USGS maps, summary of the results, and the table of NRHP recommendations. The final HPI forms will also be submitted to the WVSHPO. The final report and the HPI forms will be provided in both electronic .pdf and as hard copies.

Because the county histories, HPI forms, and recommendations will have previously been submitted to the WVSHPO for review and comment, it is assumed that draft and final copies of the report will not be necessary. Skelly and Loy proposes to produce one copy of the final report in both hard copy and electronic .pdf. The final reports shall be completed within one year of the date of Notice to Proceed.

## **COST AND PAYMENT**

The attached Bidding Return Sheet provides the proposed cost for completing the 750 HPI forms. Payment for services rendered will be made according to the schedule in the RFQ:

- 25% to be paid following submission and review of the first 250 Draft HPI forms, maps, and photographs of documented resources;
- 25% to be paid following submission and review of the second 250 Draft HPI forms, maps, and photographs of documented resources;
- 25% to be paid following submission and review of the final 250 Draft HPI forms, maps, and photographs of documented resources; and
- 25% to be paid following submission and approval of the Final Products by the WVSHPO as shown on the Pricing Page, for all Contract Services performed and accepted under this contract.



**Appendix A:  
Project Team Resumes**





**EDUCATION:**

M.A., American History, 1993,  
University of Delaware

B.A., American History, 1982,  
Duquesne University

**YEARS OF EXPERIENCE:**

30 Years

Mr. Kuncio is the Senior Historian in Skelly and Loy's Cultural Resource Service Group. He has experience in historic research; National Register of Historic Places (NRHP), National Historic Landmarks (NHL), and historic context preparation; eligibility evaluations and effect determinations; and Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) documentations. He has been Project Manager or Principal Investigator on Cultural Resource Management (CRM) projects in West Virginia, Maryland, Pennsylvania, Delaware, and New York. Resources investigated have included high-style architectural buildings; vernacular style houses; commercial and industrial structures; religious buildings; rural and agricultural buildings, farmsteads, and farms; cemeteries; bridges and other structures; and landscapes and historic districts. Mr. Kuncio's qualifications exceed the Secretary of Interior's Standards and Guidelines for historian and architectural historian under 36 CFR 61.

**PROFESSIONAL EXPERIENCE**

Since 1998, Mr. Kuncio has worked throughout the state of West Virginia as a Project Manager or Principal Investigator. Recent CRM projects performed for the West Virginia Division of Highways (WVDOH) include historic resource surveys and determinations of eligibility for the Kerens to Parsons and the US 219 to Mackeyville sections of the Corridor H Project in Randolph and Tucker counties. The two surveys evaluated a total of 34 resources for NRHP eligibility. A historic resource survey for the College Street/Mineral Road Project in Gilmer County evaluated 71 individual resources and also assessed whether a historic district was present in Glenville, the county seat. The resources ranged in age from the mid-nineteenth century to the post-World War II era. Mr. Kuncio also supervised the historic resource survey and determination of eligibility investigations for the WV 2 upgrade project in New Cumberland, Hancock County.

The West Virginia Division of Culture and History (WVDCH) has an increased interest in identifying and documenting historic cemeteries in the state. Mr. Kuncio recently provided in-depth information on three cemeteries, two as part of the projects described above and the third within the project limits of the Route 35 project in Mason County. Background research involved reviewing published records and histories; deed information; the collections of local and regional historical societies and the West Virginia State Archives; and internet sources such as ancestry.com and other genealogical websites. In addition to determining when a cemetery was established, the research also provided information on who was buried there. In the case of one of the cemeteries, Mr. Kuncio was able to conclusively demonstrate that African American slaves were not interred at that location, despite published speculation that such graves were present. The research, completed on an accelerated schedule, allowed final design and construction to continue.

Other recent CRM projects include completing a determination of eligibility and a state-level recordation for Harper Farmhouse in Moorefield, Hardy County; preparing background information and a West Virginia Historic Property Inventory (HPI) form for Chief Logan State Park, and managing the historic structures investigations for the U.S. 220 National Highway System project, a five-county planning initiative featuring five corridors of approximately 50 miles in length in West Virginia and Maryland. The Tier One EIS study involved surveying a great many resource types, most notably farms, farmsteads, and agricultural landscapes. Between 2010 and 2012 Mr. Kuncio also oversaw countywide reconnaissance-level surveys of historic architectural resources in six West Virginia counties, completed on behalf of the WVDCH.

In addition to his work with Skelly and Loy, Mr. Kuncio teaches courses on historic preservation at colleges and universities in western Pennsylvania. He is also an expert on historic bridges and has prepared preservation plans, maintenance manuals, website content, driving tour brochures, and HAER and state-level recordations of historic bridges.

**EDUCATION:**

M.A., Art History, 2015, Kent State University

B.A., Art History, 2013, Saint Vincent College

**YEARS OF EXPERIENCE:**

3 Years

**PROFESSIONAL EXPERIENCE**

Ms. Thomas is an Architectural Historian with three years of experience in her field as a researcher, field surveyor, and principal investigator. Since joining Skelly and Loy, she has prepared National Register of Historic Places (NRHP) eligibility determinations for projects throughout Pennsylvania, including for a church building in Allegheny County and farmsteads in Greene and Snyder counties. Prior to joining Skelly and Loy, Ms. Thomas was responsible for managing and caring for a historic, Italian Renaissance style house in Cleveland, using various historic preservation techniques to ensure the longevity of the building and its belongings. She also researched the city's history and architecture in order to present tours. Ms. Thomas's qualifications meet the Secretary of Interior's Standards and Guidelines for architectural historian under 36 CFR 61.

While working at the Cleveland History Center in Cleveland, Ohio, Ms. Thomas was a liaison between the public and artifact collection. She researched the art, architecture, and history of the city and wrote and presented her findings to the public. Her research contributed to several exhibits including; Frank N. Wilcox: Artist as Historian and Celebrations: Holiday Traditions in Cleveland as well as the reoccurring History on Tap event. Ms. Thomas is credited with inventorying paintings, blueprints, artifacts, and prototypes for the estates of artist Frank N. Wilcox and designer Viktor Schreckengost. She further aided in the upkeep and longevity of the Hay-McKinney Mansion and the artifacts contained within it. Ms. Thomas's thesis, *Visions of the East: Influence of the Levant on the Italian Renaissance*, discusses the cultural, architectural, and historic influences that the Levant had on Italy and greater Europe.

**PROJECT EXPERIENCE**

**Central Susquehanna Valley Transportation Project (CSVT), Northumberland, Snyder, and Union Counties, Pennsylvania** - Ms. Thomas prepared a Pennsylvania Historic Resource Survey Form for the Strouse-Hennen Farmstead located within the project Area of Potential Effects (APE). The project entails the construction of an approximately 12-mile long, four-lane limited access highway. The farmstead was built in the mid-nineteenth century and historically, was operated or owned by Elias Strouse and Charles Hane. Today the farmstead is comprised of a farm house and privy, two barns, a corncrib, carriage house/garage, and an undistinguishable outbuilding. Based on historic research, and present condition, the Strouse-Hennen Farmstead is recommended as not eligible for the National Register of Historic Places (NRHP) listing due to lack of significance and integrity.

**Central Susquehanna Valley Transportation Project (CSVT), Northumberland, Snyder, and Union Counties, Pennsylvania** - Ms. Thomas prepared an abbreviated Pennsylvania Historic Resource Survey Form (HRSF) for the Shreiners Evangelical Church located in Monroe Township, Snyder county as part of the CSVT project. The church was constructed in 1883 and is an example of Gothic Revival style architecture. Skelly and Loy recommended the church as not eligible for listing in the National Register of Historic Places (NRHP) due to a lack of significance and integrity.

**SR 0088 at SR 3004 (Clifton Road) Widening, Bethel Park Borough, Allegheny County, Pennsylvania** - Ms. Thomas prepared a Pennsylvania Historic Resource Survey Form for the Peters Creek Baptist Church located



within the project. The church was constructed between 1938 and 1949. While the original 1949 building is a handsome example of Classical Revival style architecture, is a late example of its type and is not significant or particularly noteworthy in execution, and has had several additions since its original construction. Skelly and Loy recommended the church as not eligible for listing in the National Register of Historic Places (NRHP) due to a lack of significance and integrity.

**S.R. 3008, Section E10 Bridge over Branch of Garrison Fork, New Freedom, Greene County, Pennsylvania -** Ms. Thomas prepared a Pennsylvania Historic Resource Survey Form for the George Henna Farmstead located within the project Area of Potential Effects (APE). The farmstead was assumed to have been built ca. 1884 based on deed and other records, and was owned and operated as a small scale farm. Based on a review of historic documents in concert with the present condition of the farmstead, Skelly and Loy recommended the farmstead as not eligible for listing in the National Register of Historic Places (NRHP), due to a lack of significance and integrity.

**Exhibit A**

West Virginia Division of Culture and History,  
State Historic Preservation Office  
Hancock, Brooke, Marshall, Wetzel, and Tyler County Historic Resources Survey

Date: September 27, 2017

Name of Vendor: Skelly and Loy, Inc.

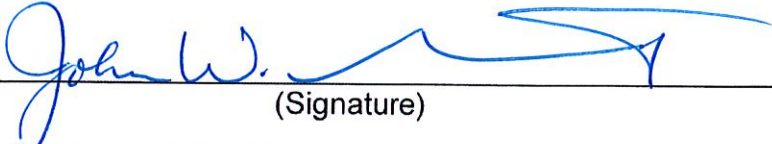
LUMP SUM BID FOR 750 HPI FORMS: \$ 61,090.54

Sixty-one Thousand Ninety Dollars and Fifty-four Cents

(Show amount in both words and numbers)

**Submitted in the name of:**

Firm or Individual: Skelly and Loy, Inc.

By:   
(Signature)  
President, CEO, COO  
(Title)

Date: September 27, 2017

## Required Forms



REQUEST FOR QUOTATION  
**Hancock, Brooke, Marshall, Wetzel and Tyler County Historic Resources Survey**

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- 8.1.4. Failure to remedy deficient performance upon request.
  - 8.2. The following remedies shall be available to Agency upon default.
    - 8.2.1. Immediate cancellation of the Contract.
    - 8.2.2. Immediate cancellation of one or more release orders issued under this Contract.
    - 8.2.3. Any other remedies available in law or equity.
9. MISCELLANEOUS:

9.1. **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:** Gerald M. Kuncio  
**Vendor's Address:** 3280 William Pitt Way  
Pittsburgh, PA 15238  
**Telephone Number:** 412-828-1412  
**Fax Number:** 412-828-1475  
**Email Address:** gkuncio@skellyloy.com

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;
- Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **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 that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's 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) rescind the contract or purchase order; 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.

**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: Skelly and Loy, Inc.

Signed: 

Date: September 27, 2017

Title: President, CEO, COO



ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: DCH1800000003

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: **None**  
(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input 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.

Skelly and Loy, Inc.

Company

Authorized Signature

September 27, 2017

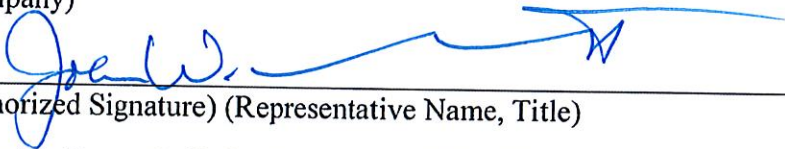
Date

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

**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.

Gerald M. Kuncio, SENIOR HISTORIAN  
(Name, Title)  
Gerald M. Kuncio, Senior Historian  
3280 William Pitt Way, Pittsburgh, PA 15238  
(Printed Name and Title)  
P: 412-828-1412 / F: 412-828-1475  
(Address)  
gkuncio@skellyloy.com  
(Phone Number) / (Fax Number)  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation 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.

Skelly and Loy, Inc.  
(Company)  
  
(Authorized Signature) (Representative Name, Title)  
John W. Gunnett, P.G., President, CEO, COO  
(Printed Name and Title of Authorized Representative)  
September 27, 2017  
(Date)  
P: 717-232-0593 / F: 717-232-1799  
(Phone Number) (Fax Number)

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.

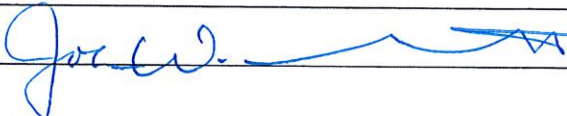
**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' 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: Skelly and Loy, Inc.

Authorized Signature:  Date: September 27, 2017

State of Pennsylvania

County of Dauphin, to-wit:

Taken, subscribed, and sworn to before me this 27 day of September, 2017.

My Commission expires November 10<sup>th</sup>, 2020.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** 

*Purchasing Affidavit (Revised 08/01/2015)*

