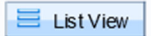




The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of 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 1



General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 565016

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0210

Vendor ID: 000000227149

SO Doc ID: ISC1900000011

Legal Name: PREQUEL SOLUTIONS LLC

Published Date: 4/4/19

Alias/DBA:

Close Date: 4/10/19

Total Bid: \$136,600.00

Close Time: 13:30

Response Date: 04/10/2019

Status: Closed

Response Time: 11:41

Solicitation Description: Addendum 1-Open-End for DMV Consulting Services (OT19117)

Total of Header Attachments: 1

Total of All Attachments: 1



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 565016

Solicitation Description : Addendum 1-Open-End for DMV Consulting Services (OT19117)

Proc Type : Central Master Agreement

| Date issued | Solicitation Closes | Solicitation Response | Version |
|-------------|------------------------|------------------------------|---------|
| | 2019-04-10 13:30:00 | SR 0210 ESR04101900000004663 | 1 |

| VENDOR |
|---------------------------------------|
| 000000227149 PREQUEL SOLUTIONS LLC |

Solicitation Number: CRFQ 0210 ISC1900000011

Total Bid : \$136,600.00 **Response Date:** 2019-04-10 **Response Time:** 11:41:08

Comments:

FOR INFORMATION CONTACT THE BUYER
 Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

| | | |
|--------------------------|---------------|-------------|
| Signature on File | FEIN # | DATE |
|--------------------------|---------------|-------------|

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 | Information Systems Consultant - Initial Year | 500.00000 | HOUR | \$58.250000 | \$29,125.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

| | |
|-------------------------------|--|
| Extended Description : | Specification 3.1.3 Information System Consultant |
|-------------------------------|--|

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--------------------------------|-----------|------------|-------------|-----------------------------|
| 2 | Project Manager - Initial Year | 500.00000 | HOUR | \$64.750000 | \$32,375.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

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|-------------------------------|--|
| Extended Description : | Specification 3.1.4 Project Manager |
|-------------------------------|--|

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|-------------|-----------------------------|
| 3 | Information Systems Consultant - Optional Year 2 | 200.00000 | HOUR | \$58.250000 | \$11,650.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

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|-------------------------------|--|
| Extended Description : | Specification 3.1.3 Information System Consultant |
|-------------------------------|--|

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------------------|-----------|------------|-------------|-----------------------------|
| 4 | Project Manager - Optional Year 2 | 200.00000 | HOUR | \$64.750000 | \$12,950.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

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|-------------------------------|--|
| Extended Description : | Specification 3.1.4 Project Manager |
|-------------------------------|--|

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|-------------|-----------------------------|
| 5 | Information Systems Consultant - Optional Year 3 | 200.00000 | HOUR | \$59.750000 | \$11,950.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

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|-------------------------------|--|
| Extended Description : | Specification 3.1.3 Information System Consultant |
|-------------------------------|--|

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------------------|-----------|------------|-------------|-----------------------------|
| 6 | Project Manager - Optional Year 3 | 200.00000 | HOUR | \$66.500000 | \$13,300.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

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|-------------------------------|--|
| Extended Description : | Specification 3.1.4 Project Manager |
|-------------------------------|--|

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|-------------|-----------------------------|
| 7 | Information Systems Consultant - Optional Year 4 | 200.00000 | HOUR | \$59.750000 | \$11,950.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

| | |
|-------------------------------|--|
| Extended Description : | Specification 3.1.3 Information System Consultant |
|-------------------------------|--|

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------------------|-----------|------------|-------------|-----------------------------|
| 8 | Project Manager - Optional Year 4 | 200.00000 | HOUR | \$66.500000 | \$13,300.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

| | |
|-------------------------------|--|
| Extended Description : | Specification 3.1.4 Project Manager |
|-------------------------------|--|

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Prequel Solutions, LLC Address: 67 E Pike Street, Connorsburg, PA 15311

Name of Authorized Agent: Mohylyn Yocca Address: 67 E. Pike Street, Connorsburg, PA 15311

Contract Number: _____ Contract Description: Professional Services for DMV Licensing Project

Governmental agency awarding contract: State of WV DMV

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. **Subcontractors or other entities performing work or service under the Contract**
 Check here if none, otherwise list entity/individual names below.

2. **Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**
 Check here if none, otherwise list entity/individual names below.
Mohylyn Yocca and Karen Yocca

3. **Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**
 Check here if none, otherwise list entity/individual names below.

Signature: Mohylyn Yocca Date Signed: 4-9-19

Notary Verification

State of Pennsylvania, County of Washington:

I, Mohylyn Yocca, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 9th day of April, 2019.
Armando J. Falascino
Notary Public's Signature

To be completed by State Agency:
Date Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: _____

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Armando J. Falascino, Notary Public
West Bethlehem Twp., Washington County
My Commission Expires Nov. 29, 2020
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES, 2018

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: FREQUER SOLUTIONS LLC

Authorized Signature: Mohygen Yocum Date: 4-9-19

State of PENNSYLVANIA

County of Washington, to-wit:

Taken, subscribed, and sworn to before me this 9 day of April, 2019

My Commission expires November 29, 2020

AFFIX SEAL HERE

COMMONWEALTH OF PENNSYLVANIA NOTARY PUBLIC
NOTARIAL SEAL
Armando J. Falascino, Notary Public
West Bethlehem Twp., Washington County
My Commission Expires Nov. 29, 2020
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

Armando Falascino
Purchasing Affidavit (Revised 01/19/2018)

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.

Karen Jones, Vice President
(Name, Title)
Karen Jones, Vice President
(Printed Name and Title)
67 E. Pike Street, Canonsburg, PA 15317
(Address)
(724) 820-1573 / (724) 820-1827
(Phone Number) / (Fax Number)
kjones@prequelsolutions.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.

Prequel Solutions, LLC
(Company)
Mohelyn Yocca, Principal
(Authorized Signature) (Representative Name, Title)
MOHELYN Yocca
(Printed Name and Title of Authorized Representative)
4-9-19
(Date)
(724) 820-1575 / (724) 820-1827
(Phone Number) (Fax Number)

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 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.

Prequal Solutions, LLC
Company
Mohyeh Yocum
Authorized Signature
4-9-19
Date

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



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

State of West Virginia
 Request for Quotation
 10 - Consulting

Proc Folder: 565016

Doc Description: Addendum 1-Open-End for DMV Consulting Services (OT19117)

Proc Type: Central Master Agreement

| Date Issued | Solicitation Closes | Solicitation No | Version |
|-------------|------------------------|-------------------------|---------|
| 2019-04-04 | 2019-04-10 13:30:00 | CRFQ 0210 ISC1900000011 | 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:

*Prequel Solutions, LLC
 67 E. Pike Street
 Canonsburg, PA 15317
 724-820-1575*

FOR INFORMATION CONTACT THE BUYER

Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature X *Mohaly Yocca* FEIN #

DATE *4-9-19*

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

ADDITIONAL INFORMATION:

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology to establish an open-end contract for consulting and project management services for the implementation of the State of WV's Division of Motor Vehicle's newly-awarded driver's license system per the terms and conditions and specifications as attached.

| INVOICE TO | | SHIP TO | |
|--|--|---|--|
| DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US | | WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|---|-----------|------------|------------|-------------|
| 1 | Information Systems Consultant - Initial Year | 500.00000 | HOUR | 58.25 | 29,125.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

Extended Description :
Specification 3.1.3
Information System Consultant

| INVOICE TO | | SHIP TO | |
|--|--|---|--|
| DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US | | WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|--------------------------------|-----------|------------|------------|-------------|
| 2 | Project Manager - Initial Year | 500.00000 | HOUR | 64.75 | 32,375.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

Extended Description :
Specification 3.1.4
Project Manager



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

State of West Virginia
 Request for Quotation
 10 - Consulting

Proc Folder: 565016

Doc Description: Addendum 1-Open-End for DMV Consulting Services (OT19117)

Proc Type: Central Master Agreement

| Date Issued | Solicitation Closes | Solicitation No | Version |
|-------------|------------------------|-------------------------|---------|
| 2019-04-04 | 2019-04-10 13:30:00 | CRFQ 0210 ISC1900000011 | 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:

*Prequel Solutions
 67 E Pike Street
 Canonsburg PA 15317
 724-820-1575*

FOR INFORMATION CONTACT THE BUYER

Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature X *Wolfgang You* FEIN #
 All offers subject to all terms and conditions contained in this solicitation

DATE *4-9-19*

ADDITIONAL INFORMATION:

Addendum

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

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology to establish an open-end contract for consulting and project management services for the implementation of the State of WV's Division of Motor Vehicle's newly-awarded driver's license system per the terms and conditions and specifications as attached.

| INVOICE TO | | SHIP TO | |
|--|--|---|--|
| DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US | | WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|---|-----------|------------|------------|-------------|
| 1 | Information Systems Consultant - Initial Year | 500.00000 | HOUR | 58.25 | 29,125.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

Extended Description :
Specification 3.1.3
Information System Consultant

| INVOICE TO | | SHIP TO | |
|--|--|---|--|
| DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US | | WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|--------------------------------|-----------|------------|------------|-------------|
| 2 | Project Manager - Initial Year | 500.00000 | HOUR | 64.75 | 32,375.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

Extended Description :
Specification 3.1.4
Project Manager



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

State of West Virginia
 Request for Quotation
 10 - Consulting

Proc Folder: 565016

Doc Description: Open-End for DMV Consulting Services (OT19117)

Proc Type: Central Master Agreement

| Date Issued | Solicitation Closes | Solicitation No | Version |
|-------------|------------------------|-------------------------|---------|
| 2019-03-27 | 2019-04-10 13:30:00 | CRFQ 0210 ISC1900000011 | 1 |

BID RECEIVING LOCATION

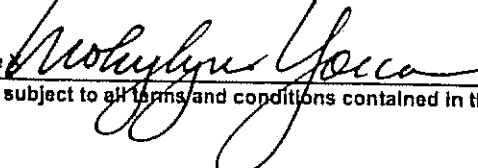
BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature:  FEIN # _____ DATE: 4-9-19

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.

.....

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology to establish an open-end contract for consulting and project management services for the implementation of the State of WV's Division of Motor Vehicle's newly-awarded driver's license system per the terms and conditions and specifications as attached.

| INVOICE TO | | SHIP TO | |
|--|--|---|--|
| DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US | | WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|---|-----------|------------|------------|-------------|
| 1 | Information Systems Consultant - Initial Year | 500.00000 | HOUR | 58.25 | 29,125.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

Extended Description :
Specification 3.1.3
Information System Consultant

| INVOICE TO | | SHIP TO | |
|--|--|---|--|
| DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US | | WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|--------------------------------|-----------|------------|------------|-------------|
| 2 | Project Manager - Initial Year | 500.00000 | HOUR | 62.75 | 32,375.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101507 | | | |

Extended Description :
Specification 3.1.4
Project Manager