

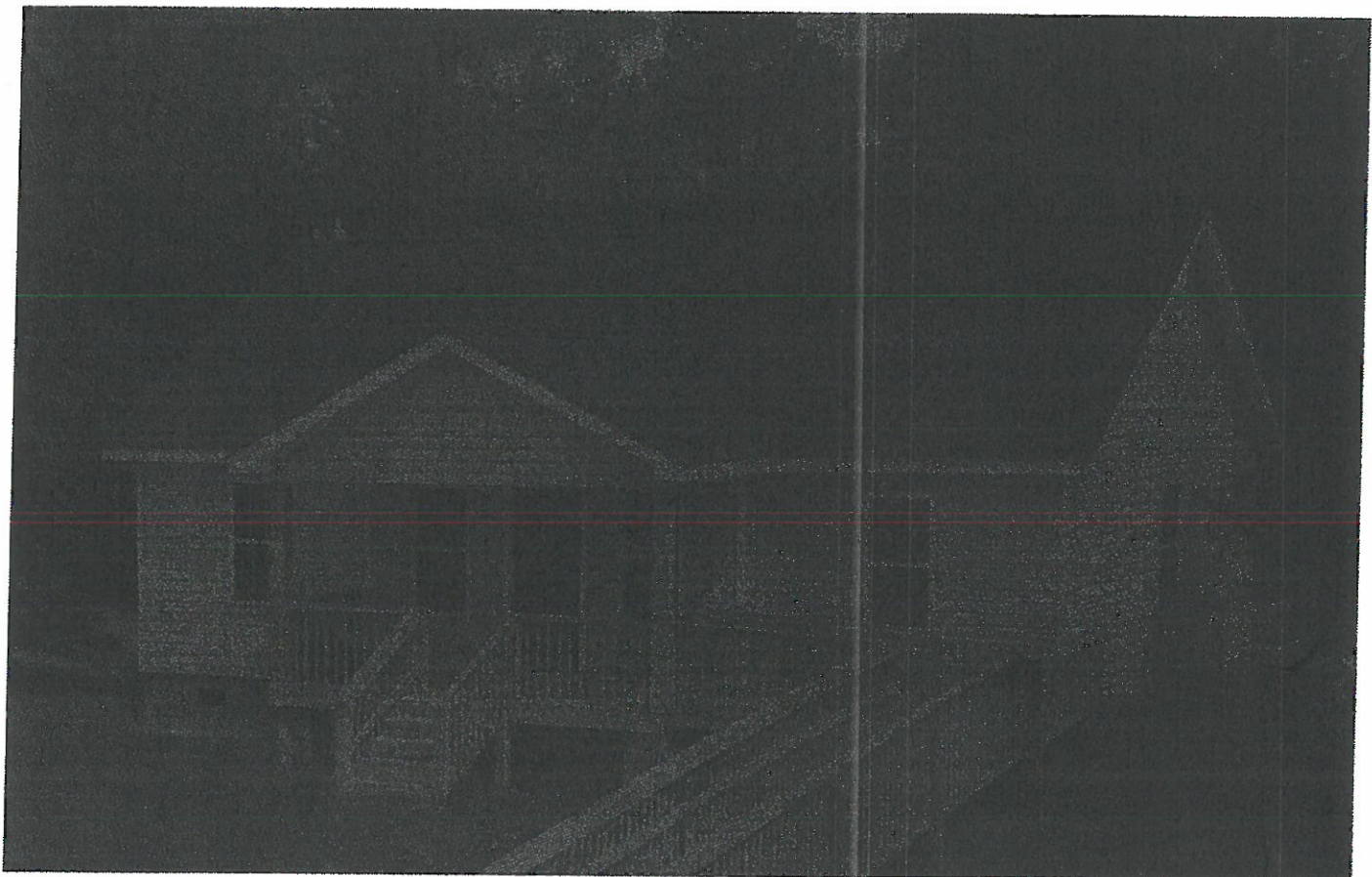
SEPTEMBER 2020

4474 Halls Mill Rd.

Mobile AL, 36693

Paul Stevens

pstevens@personsservices.com



**PROPOSAL IN RESPONSE TO SOLICITATION
CRFQ 0307 DEV2100000001**

Department of Administration
Purchasing Division
2019 Washington St E
Charleston WV 25305

RECEIVED
2020 SEP -2 AM 11:18
WV PURCHASING
DIVISION



September 2, 2020

Due: September 2, 2020 1:30PM
State of West Virginia
Department of Administration
2019 Washington Street East
Charleston, WV 25305-0130

Subject:

Request for Quotation- Solicitation CRFQ 0307 DEV2100000001
MHU Replacement

Company Executive Summary

Persons Services Corp. (PSC) is offering the State of West Virginia our services for the disaster recovery construction of modular homes. PSC is a multi-disciplined specialty contracting firm with an extensive project history and leadership structure specializing in disaster recovery construction and repair.

Founded in 1978 by Paul F. Persons, PSC remains to this day a family-oriented company. We are very interested in performing these repair services for the state of West Virginia as facilitating the return of families to their homes is at the heart of PSC's company values. If awarded, we will view the relationship formed as a partnership between ourselves, the State, and the families involved.

The PSC team has worked on multiple residential construction and repair projects under federally funded programs, including FEMA, HUD, CDBG-DR, NC STEP, and GLO. Our long history of disaster management projects can be referenced as a guarantee of our promise of excellence to the State.

Our skilled team of project managers, supervisors, and field executives have worked in the industry for over 42 years with dedication to safety, quality, and performance. PSC has been recognized by Inc. Magazine, Engineering News Record, and the AGC for our innovative work. We have the capacity, credibility, and capability to meet all project expectations outlined in this bid.

In this proposal you will find a curated process specific to the performance and completion of your project including pre-construction, program management, technology, construction, and post-construction.

Process

Persons Services Corp's process begins with a project team including Project Executives & Managers, Administrative Staff, Tradesmen, Subcontractors, Procurement Managers, and Design Professionals. As aforementioned, the PSC leadership team has ample experience



managing large-scale disaster recovery services, from the Haiti earthquake in 2010 to every major hurricane of the last 20 years. These qualified individuals will manage teams of local subcontractors that will perform the skilled labor required for this project.

PSC has a large network of subcontractor relationships across the U.S. that enables us to staff all our jobs with the most qualified workers. Further, our subcontracting process involves the pre-qualification of subcontractors before any work is begun. Any specialty training necessary will be provided by Persons Services Corp from our learned experience.

PSC understands the importance of supporting W/MBE and has exceeded state hiring guidelines on many of our projects. It will be our intention to meet this same level of commitment to diverse, local hiring in the State of West Virginia wherever possible.

Additionally, PSC will use custom project management software with a shared cloud database to improve communication, accuracy, scheduling, and overall project quality from implementation through completion. Our integration of technology into construction will give the State, crews, and subcontractors real-time information on the status of all work orders, effectively cutting out inefficiencies within the building process. Our South Carolina team is currently providing many of these solutions under CDBG-DR funding with great success.

The following detailed approach is broken down into phases beginning after execution of contract.

Phase 1 – Preconstruction/Issue of Work Order

Upon receipt of a work order (WO) from the State, PSC will enter the WO into our project management system before contacting the Homeowner (HO). A PSC team member will be clearly identified to the HO as their point of contact for all communication.

PSC will contact the REP to acknowledge receipt of the WO and schedule an initial meeting between the REP, HO and PSC. The initial meeting will serve to perform a site assessment (SA), review the itemized WO, address Homeowner concerns, revise the WO as deemed necessary by all parties, and discuss scheduling and any concerns. This will serve as the entry point of information into our project management software along with logging detailed photos of the property.

The site assessment for Mobile Homes will entail meeting with all parties to review plans and specifications. If possible, a local governing official will be in attendance to address any code concerns. Concerns, pictures, changes, updates, etc. will be entered into our project management software while on location to keep continuity of all information and improve the flow of work.

Following the site assessment and agreement of all parties to the scope of work (SOW) and MHU to be ordered, the PSC team will order the unit for production, meet to schedule the mobilization of tradesmen, subcontractors, and materials to the construction site. Simultaneously, a team member will be working with the local municipality to procure the proper permits and provide real-time information to management, crews, and subcontractors via our project management software.



Phase 2 - Construction

A PSC project manager (PM) will be responsible for communications, scheduling, permitting, quality assurance (QA), and safety & cost management. A PSC superintendent (SUP) will be responsible for daily task scheduling, material requests, tradesmen tasking and scheduling, and subcontractor tasking and scheduling as well as assuring daily quality control (QC) and daily safety program adherence. Tradesmen and Subcontractors will be tasked to the site with a PSC work order and scope of work to begin construction.

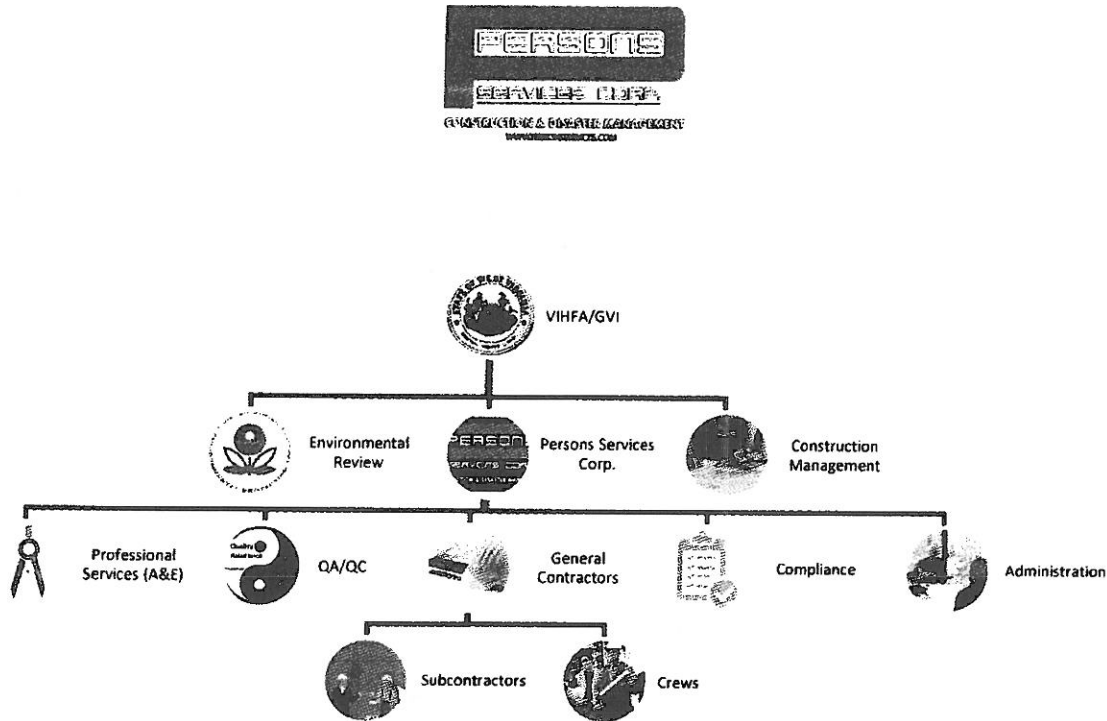
PSC will employ experienced SUPs to oversee day to day construction and will require daily updates and documentation via project management software. Additionally, the SUP's primary function will be to meet with local building officials to ensure a great working relationship and to ensure that the scope of work is completed according to building codes and State standards.

PSC will propose a periodic progress meeting to accommodate both Homeowners and state representatives at a frequency commensurate with the scope of work. Concerns and issues raised in meetings will be addressed immediately with all parties. Additionally, the PSC team will meet weekly to review all work orders and address schedule issues, quality issues, personnel issues, and material issues as well as customer service review and cost management. Periodic progress reports will be issued weekly summarizing task completion per WO, schedule compliance or variances, and issues or concerns addressed, along with being uploaded on daily basis to our management software systems. During the construction phase any unforeseen conditions that are uncovered will be brought to the attention of the REP at which time a change order may need to be processed per the State process.

Phase 3- Post Construction/Closeout

Project close-out will conduct an internal quality and scope of work inspection and close all permits. Any construction and demolition materials will be removed and disposed of properly, and all disturbed environments will be leveled and repaired. Finally, the construction management team, Homeowner and Vendor will complete a program final inspection and upon project satisfaction, the keys to the new residence will be put in the possession of the homeowner.

PSC will provide the Homeowner, REP, and the City with closeout documents to include warranties, including 10-year latent defect warranty, equipment owners' manuals, CO, operating manuals, equipment extended warranties if applicable, general product information, as-built drawings, signed permits in hard copy version as well as uploading to the system and clicking complete for all parties to see via the project management software.



Approach to Common Tasks

The following are common tasks that are anticipated to be part of most WO's and the PSC approach to satisfactory completion:

1. **Site Prep/Clearing** – Site prep may entail demolition, tree felling, clearing growth and elevating building pad. This task may also include the disconnecting and reconnecting of utility services with local authority. Equipment proposed; dozer, excavator, mini-ex, or skid-steer and dumpster. *Materials*; clean fill (clay) (PSC can self-perform these scopes as we have in-house crews and company owned heavy equipment and routinely perform these services)
2. **Foundations/Slab** – Slab on grade with thickened perimeter foundation. Equipment proposed; forms, concrete mixer, concrete finisher. *Materials*; reinforcing steel, sand, cement, aggregates, water, ready mix concrete, curing agent.
3. **Framing and sheathing** – Wood exterior framing 2x6 walls and roof with OSB plywood sheathing. Interior walls 2x4. Equipment; scaffolding, ladders, safety gear, air compressor, nail guns. *Materials*; 2x4, 2x6 pine and pressure treated lumber, 4x8 OSB sheathing, TYVEK vapor barrier.
4. **Insulation** – Exterior wall and roof insulation installed. Equipment; scaffolding, ladders, air compressor, air tools. *Materials*; R-38 roof insulation, R-13 wall insulation.
5. **Sheetrock** – Install ½" sheetrock throughout interior, moisture resistant in bathrooms and behind kitchen counters. Equipment; scaffolding, ladders, air compressor, power tools. *Materials*; ½" sheetrock and MR board, joint compound, tape, screws.



6. **Doors/Windows** – Install impact resistant windows and doors to meet proper codes and wind design. Equipment; scaffolding, ladders, air compressor, power tools. *Materials; Impact windows, exterior doors, interior doors, hardware.*
7. **Exterior siding** – Install fiber cement board or composite siding. Equipment; scaffolding, ladders, safety gear, air compressor, nail guns, power tools. *Materials; siding, sealants. (can self-perform)*
8. **Roofing** – Install shingled roofing. Equipment; safety gear, ladders, air compressors, nail guns, power tools. *Materials; shingles based on design, flashing, roof vents, gutters, downspouts.*
9. **Paint** – Paint all exterior trims, interior walls, doors, trims. Equipment; scaffolding, ladders, safety gear, sprayer, air compressor, paint tools. *Materials; primer paint, interior wall paint, exterior trim paint, interior trim paint. (can self-perform)*
10. **Millwork/Finishes** – Install flooring, trims and cabinetry. Equipment; air compressor, air tools, power tools. *Materials; Engineered floorings, base trims, door and window casings, kitchen cabinets and counters, bath cabinets. (can self-perform)*
11. **MEP** – Rough in HVAC, electrical and plumbing piping. Finish work and fit out of all MEP. Equipment; power tools, ladders. *Materials; duct work, SEER rated condenser, air handler, wire, piping, outlets, switches, lights, toilets, sinks, faucets, tub, shower units and appliances. (can self-perform)*

Special Considerations

- ✓ Persons Services is unique in our ability to perform most projects entirely with in-house resources. This enables us to complete projects without relying on the time or resources of a third party. Our capabilities include, but are not limited to, general construction, plumbing, mechanical piping, transportation, drafting, demolition, logistics, warehousing, fabrication, and distribution.
- ✓ PSC's history in disaster recovery response makes us an ideal vendor for this project. PSC has responded to every major hurricane of the last 20 years, continually growing our skillset in emergency home construction and repair, while working with government funded housing programs including FEMA, HUD, and CDBG-DR. Our key personnel designated for this project bring with them disaster recovery experience spanning over 30 years and successful projects in international and national environments.
- ✓ We have a trusted network of key subcontractors which supplements our capabilities when necessary on specialty projects. Additionally, as a family business, bolstering people is integral to our mission and we will subcontract work to registered W/MBE businesses whenever possible.
- ✓ Persons Services Corp. is proud to be a certified drug free workplace. A copy of our drug free workplace policy can be provided upon request.



Past Projects & Experience

I. Client Name: State of South Carolina – Disaster Recovery Office SCDRO - CDBG-DR funds. Horne, LLP – Program Manager - Mathew

Project Description: Construction & Management of Residential Housing Repairs/ Rehabs – Mobile Home Units (MHU) – Modular Homes throughout the State of South Carolina. Scope of work included site assessment, scope development, change order development, construction, final inspections and close out of homes following Hurricane Matthew - HUD Grants (CDBG-DR).

- a. Dollar Amount (Est): \$31,500,000 +
- b. Key Staff: Christopher Burnett (PM) & Lori Manali (PX)
- c. Contact: John A. Hadjis – Senior Manager – Horne, LLP
- d. Phone: (719) 238-9465
- e. Email: john.hadjis@hornellp.com
- f. Contact: Benjamin I. Duncan II – State Director - Current
- g. Client Phone: 803-608-9079
- h. Client Email: Ben.Duncan@scdro.sc.gov
- i.

II. Client Name: State of North Carolina – STEPS

Project Description: Provided construction management and residential home construction and repairs following Hurricane Florence in North Carolina.
FEMA/ CDBG – DR funded project.

- a. Dollar Amount (Est): \$1,500,000.00+
- b. Key Staff: Paul Stevens (PX)
- c. Contact: Danny Permar
- d. Phone: (352) 322-1156
- e. Email: danny.permar@aecom.com

III. Client Name: State of South Carolina – Disaster Recovery Office SCDRO – CDBG-DR funds. Horne, LLP – Program Manager

Project Description: Construction & Management of Residential Housing Repairs/ Rehabs – Mobile Home Units (MHU) – Modular Homes throughout the State of South Carolina. Scope of work included site assessment, scope development, change order development, construction, final inspections and close out of homes following the 2015 severe floods FEMA declarations & HUD Grants (CDBG-DR).

- a. Dollar Amount (Est): \$5,500,000 +
- b. Key Staff: Christopher Burnett (PM) & Lori Manali (PX)
- c. Contact: JR Sanderson – State of South Carolina Program Management Director
- d. Phone: (706) 718-7575



- e. Email: Jeffreysanderson1962@gmail.com
- f. Contact: Benjamin I. Duncan II – State of South Carolina Program Director
- g. Phone: 803-608-9079
- h. Email: Ben.Duncan@scdr.sc.gov

IV. Client Name: State of North Carolina – NCDPS – CDBG-DR

Project Description: Contracted to perform construction management and residential home construction and repairs following Hurricane Florence in North Carolina. CDBG – DR funded project. – Pre-qualified contractor

- a. Dollar Amount (Est): \$15,000,000.00+
- b. Key Staff: Paul Stevens (PX)
- c. Contact: Jonathan Doerr – State EM Attorney
- d. Phone: (919) 825-2668
- e. Email: jonathan.doerr@ncdps.gov

V. Client Name: GLO - (RFQ) No. X0015877-VW

Project Description: Contracted to perform construction management and residential home construction, MHU's and repairs following events. CDBG – DR funded project. – Pre-position/ stand-by contractor

- a. Dollar Amount (Est): \$TBD
- b. Key Staff: Bryan Shuford (PX)
- c. Client Contact: Mahsa Azadi, CTPM
- d. Client Phone: (512) 475-4141
- e. Email: mahsa.azadi@glo.texas.gov

VI. Client Name: GLO – Hurricane Harvey RAC

Project Description: Contracted to perform construction management and residential home construction and repairs following Hurricane Harvey - PREPS. CDBG – DR funded project.

- a. Dollar Amount (Est): \$100,000.00
- b. Key Staff: Bryan Shuford (PX)
- c. Client Contact: Casey McConnell
- d. Client Phone: (251) 366-7332
- e. Email: cmcconnell32@gmail.com



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

State of West Virginia
Request for Quotation
09 - Construction

Proc Folder: 752922
Doc Description: MHU Replacement
Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-08-03	2020-08-18 13:30:00	CRFQ 0307 DEV2100000001	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: Persons Services Corp.
4474 Halls Mill Rd.
Mobile, AL 36693
(251) 660-0132

FOR INFORMATION CONTACT THE BUYER

Dusty J Smith
(304) 558-2063
dusty.j.smith@wv.gov

Signature X

FEIN # 63-1237523

DATE 9/2/2020

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

ADDITIONAL INFORMATION:

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEVELOPMENT OFFICE, IS SOLICITING BIDS FOR THE OPEN-END CONTRACT OF MHU REPLACEMENT HOMES PER THE ATTACHED DOCUMENTS.

QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO DUSTY.J.SMITH@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS.

DOWNLOAD, REVIEW, AND SIGN (IF REQUIRED) THE EXHIBITS ATTACHED TO THIS SOLICITATION.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER WV DEVELOPMENT OFFICE ADMINISTRATION 1900 KANAWHA BLVD E BLDG 3 SUITE 800 CHARLESTON WV25305-0311 US		WV DEVELOPMENT OFFICE ADMINISTRATION 11900 KANAWHA BLVD E BLDG 3 SUITE 600 CHARLESTON WV 25305-0311 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Residential Home	1.00000	EA	7,297,030.00	7,297,030.00

Comm Code	Manufacturer	Specification	Model #
95122101			

Extended Description :
Residential Home

SCHEDULE OF EVENTS

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE 10AM	2020-08-10



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

State of West Virginia
Request for Quotation
09 - Construction

Proc Folder: 752922

Doc Description: ADDENDUM 1 : MHU Replacement

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-08-17	2020-09-02 13:30:00	CRFQ 0307 DEV2100000001	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:
Persons Services Corp.
4474 Halls Mill Rd.
Mobile, AL 36693
251 660-0132

FOR INFORMATION CONTACT THE BUYER

Dusty J Smith
(304) 558-2063
dusty.j.smith@wv.gov

Signature X

FEIN # 63-1237523

DATE 9/2/2020

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

ADDITIONAL INFORMATION:

ADDENDUM 1 IS ISSUED FOR THE FOLLOWING REASONS:

- 1 AGENCY RESPONSES TO VENDORS QUESTIONS
 - 2 BILL OPENING WILL BE CHANGED TO SEPTEMBER 2 2020
- TIME WILL REMAIN THE SAME.
NO OTHER CHANGES

INVOICE TO	SHIP TO
PROCUREMENT OFFICER WV DEVELOPMENT OFFICE ADMINISTRATION 1900 KANAWHA BLVD E BLDG 3 SUITE 800 CHARLESTON WV25305-0311 US	WV DEVELOPMENT OFFICE ADMINISTRATION 11900 KANAWHA BLVD E BLDG 3 SUITE 600 CHARLESTON WV 25305-0311 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Residential Home	1.00000	EA	7,297,030.00	7,297,030.00

Comm Code	Manufacturer	Specification	Model#
95122101			

Extended Description :
Residential Home

SCHEDULE OF EVENTS

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE 10AM	2020-08-10

Manufactured Housing Unit (MHU)					
Unit Price Items					
Unit Price Items, "Measurement and Payment"					
DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	ESTIMATED QTY	EXTENDED COST	
Fixed Rate 2 Bedroom / 2 Bathroom Single Wide Electric MHU	Each	\$71,500.00	2	\$143,000.00	1
Fixed Rate 2 Bedroom / 2 Bathroom Single Wide Natural Gas MHU	Each	\$76,750.00	1	\$76,750.00	2
Fixed Rate 3 Bedroom / 2 Bathroom Single Wide Electric MHU	Each	\$74,500.00	15	\$1,117,500.00	3
Fixed Rate 3 Bedroom / 2 Bathroom Single Wide Natural Gas MHU	Each	\$79,750.00	2	\$159,500.00	4
Fixed Rate 3 Bedroom / 2 Bathroom Double Wide Electric MHU	Each	\$89,750.00	2	\$179,500.00	5
Fixed Rate 3 Bedroom / 2 Bathroom Double Wide Natural Gas MHU	Each	\$92,155.00	1	\$92,155.00	6
Fixed Rate 4 Bedroom / 2 Bathroom Double Wide Electric MHU	Each	\$102,450.00	2	\$204,900.00	7
Fixed Rate 4 Bedroom / 2 Bathroom Double Wide Natural Gas MHU	Each	\$105,150.00	1	\$105,150.00	8
Home Accessibility Interior Modifications	Each	\$5,500.00	12	\$66,000.00	9
Home Accessibility Exterior Modifications (Includes Ramps and Landings)	Linear Foot	\$195.00	5,400	\$1,053,000.00	10
HVAC Installation (Includes Elevated Stand)	Each	\$4,450.00	26	\$115,700.00	11
Single Wide Fixed Rate Footer and Piers - Ground Level to 40 Inches (includes sloped or uneven terrain)	Each	\$7,500.00	11	\$82,500.00	12
Single Wide Additional Block above 40 Inches from Ground Level (Per Course of Block)	Each	\$4,500.00	66	\$297,000.00	13
Double Wide Fixed Rate Footer and Piers - Ground Level to 40 Inches (includes sloped or uneven terrain)	Each	\$13,500.00	2	\$27,000.00	14
Double Wide Additional Block above 40 Inches from Ground Level (Per Course of Block)	Each	\$6,500.00	12	\$78,000.00	15
Single Wide Fixed Rate Engineered Footer and Piers - Ground Level to 40 Inches (includes sloped or uneven terrain) (Properties In Floodplain Only)	Each	\$9,000.00	9	\$81,000.00	16
Single Wide Additional Engineered Foundation above 40 Inches from Ground Level (Per Course of Block) (Properties in Floodplain Only)	Each	\$5,500.00	90	\$495,000.00	17
Double Wide Fixed Rate Engineered Footer and Piers - Ground Level to 40 Inches (includes sloped or uneven terrain) (Properties In Floodplain Only)	Each	\$15,500.00	4	\$62,000.00	18
Double Wide Additional Engineered Foundation above 40 Inches from Ground Level (Per Course of Block) (Properties in Floodplain Only)	Each	\$7,500.00	40	\$300,000.00	19
Demolition of Existing Structures	Square Foot	\$7.00	52,000	\$364,000.00	20
Removal of Munciple and Personal Waste or Woody and Vegetative Debris	Cubic Yards	\$45.00	1,040	\$46,800.00	21
Testing of Existing Septic Systems for Serviceability	Each	\$1,000.00	12	\$12,000.00	22
Draining, Removal, and Installation of New Septic Systems (As Required)	Each	\$12,000.00	12	\$144,000.00	23
Testing, Sealing, Filling In, and/or Capping of Underground Wells (As Required)	Each	\$6,200.00	4	\$24,800.00	24
Repair of Serviceable and Potable Existing Underground Water Wells (As Required)	Each	\$7,400.00	4	\$29,600.00	25
Drilling and Installation of New Underground Wells (As Required)	Each	\$15,000.00	4	\$60,000.00	26
Inspection, Sampling, Testing, and Documentation of Asbestos Containing Materials of all Structures (Includes previously demolished structures that have remained on site)	Each	\$650.00	78	\$50,700.00	27
Removal, Containment, and Transportation of Asbestos Containing Materials to an approved and properly licensed sanitary landfill	Square Foot	\$8.00	78,000	\$624,000.00	28

Manufactured Housing Unit (MHU)				
Unit Price Items				
Unit Price Items, "Measurement and Payment"				
DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	ESTIMATED QTY	EXTENDED COST
Inspection, Sampling, Testing, and Documentation of Hazardous Materials. (As Required)	Each	\$650.00	78	\$50,700.00
Removal, Containment, and Transportation of Hazardous Materials to an approved and properly licensed sanitary landfill	Ton	\$400.00	4	\$1,600.00
Removal of External Propane or Fuel Oil Tanks (As Required)	Each	\$1,350.00	26	\$35,100.00
Installation or Replacement of Utility Poles (As Required)	Each	\$1,250.00	26	\$32,500.00
Installation or Replacement of Electric Meters and/or Service Entrances (As Required)	Each	\$1,250.00	26	\$32,500.00
Rental of Heavy Construction Equipment (Hydrolic Excavator, D5 Equivalent or Larger Bulldozer, 2-1/2 Yard Loader or Larger, JADDE Dolly)	Hours	\$200.00	400	\$80,000.00
Property Mitigation - Fill Dirt (As Required)	Cubic Yards	\$38.00	4,500	\$171,000.00
Property Mitigation - Stone for Ground Elevation (As Required)	Ton	\$65.00	325	\$21,125.00
Property Mitigation - Water Drainage (French Drain, Drainage Ditch, etc.) (As Required)	Linear Foot	\$32.00	6,500	\$208,000.00
Property Mitigation - Retaining Wall Below 6 Feet in Vertical Height (Includes Footer and Drainage)	Linear Foot	\$275.00	1,500	\$412,500.00
Ditch Culverts (As Required)	Linear Foot	\$52.00	600	\$31,200.00
Gravel for Road/Driveway Access (As Required)	Ton	\$35.00	800	\$28,000.00
Additional Water Line beyond 350 Linear Feet	Linear Foot	\$18.00	2,500	\$45,000.00
Additional Natural Gas Line Beyond 350 Linear Feet	Linear Foot	\$25.00	750	\$18,750.00
Additional Sewage Line Beyond 350 Linear Feet	Linear Foot	\$25.00	1,500	\$37,500.00
TOTAL BASE BID AMOUNT (1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17+18+19+20+21+22+23+24+25+26+27+28+29+30+31+32+33+34+35+36+37+38+39+40+41+42+43) =				7,297,030.00

From: Persons Service Company
 Received: 2516602084
 251 660 2084
 09/02/2020 09:51
 #808 P.014/035
 P014

ADDITIONAL TERMS AND CONDITIONS (Construction Contracts Only)

1. CONTRACTOR'S LICENSE: West Virginia Code § 21-11-2 requires that all persons desiring to perform contracting work in this state be licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Applications for a contractor's license may be made by contacting the West Virginia Division of Labor. West Virginia Code § 21-11-11 requires any prospective Vendor to include the contractor's license number on its bid. If an apparent low bidder fails to submit a license number in accordance with this section, the Purchasing Division will promptly request by telephone and electronic mail that the low bidder and the second low bidder provide the license number within one business day of the request. Failure of the bidder to provide the license number within one business day of receiving the request shall result in disqualification of the bid. Vendors should include a contractor's license number in the space provided below.

Contractor's Name: Persons Services Corp.
Contractor's License No.: WV- 059586

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a contract award document.

2. DRUG-FREE WORKPLACE AFFIDAVIT: W. Va. Code § 21-1D-5 provides that any solicitation for a public improvement contract requires each Vendor that submits a bid for the work to submit an affidavit that the Vendor has a written plan for a drug-free workplace policy. If the affidavit is not submitted with the bid submission, the Purchasing Division shall promptly request by telephone and electronic mail that the low bidder and second low bidder provide the affidavit within one business day of the request. Failure to submit the affidavit within one business day of receiving the request shall result in disqualification of the bid. To comply with this law, Vendor should complete the enclosed drug-free workplace affidavit and submit the same with its bid. Failure to submit the signed and notarized drugfree workplace affidavit or a similar affidavit that fully complies with the requirements of the applicable code, within one business day of being requested to do so shall result in disqualification of Vendor's bid. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

2.1. DRUG-FREE WORKPLACE POLICY: Pursuant to W. Va. Code § 21-1D-4, Vendor and its subcontractors must implement and maintain a written drug-free workplace policy that complies with said article. The awarding public authority shall cancel this contract if: (1) Vendor fails to implement and maintain a written drug-free workplace policy described in the preceding paragraph; (2) Vendor fails to provide information regarding implementation of its drug-free workplace policy at the request of the public authority; or (3) Vendor provides to the public authority false information regarding the contractor's drug-free workplace policy.

Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

Subcontractor List Submission (Construction Contracts Only)

Bidder's Name: Persons Services Corp.

Check this box if no subcontractors will perform more than \$25,000.00 of work to complete the project.

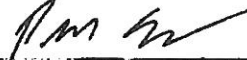
Subcontractor Name	License Number if Required by W. Va. Code § 21-11-1 et. seq.
Mapco - General Construction	
Taylor Electric	
Dodrill Comfort Energy	
Modleys Plumbing	

Attach additional pages if necessary

Revised 01/09/2020

Vertical text on the right margin, possibly a page number or reference code.

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.

 Project Executive
(Name, Title)
Paul Stevens, Project Executive
(Printed Name and Title)
4474 Halls Mill Rd., Mobile, AL 36693
(Address)
251 660-0132 251 660-2084
(Phone Number) / (Fax Number)
pstevens@personsservices.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through weOASIS, 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.

Persons Services Corp
(Company)

 Project Executive
(Authorized Signature) (Representative Name, Title)

Paul Stevens, Project Executive
(Printed Name and Title of Authorized Representative)

9/2/2020
(Date)

251 660-0132 251 660-2084
(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 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.

Persons Services Corp.

Company

Authorized Signature 

Date 9/2/2020

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

**REQUEST FOR QUOTATION
Residential Manufactured Housing Unit (MHU)**

11.4. Changes to Original Scope of Work:

11.5.1 All changes to the Original Scope of Work provided in the delivery order must be requested by the Vendor to the Construction Management Team in writing and must be approved prior to that specific scope of work being allowed to begin. The Construction Management Team will approve or reject all Change Order Requests within 24 hours of receipt. All other change orders will be reviewed and approved by the Construction Management Team, the West Virginia Purchasing Division, and the Attorney General's Office.

11.5.2 If the requested Scope of Work Adjustment work is completed by the Vendor before the Scope of Work Adjustment Request approval is authorized, the Vendor may not be compensated for that work.

11.5.3 While a change order is under consideration, the original Scope of Work unaffected by the change order request will continue, as to not hinder the progress of the project.

12. MISCELLANEOUS:

12.1. 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: Paul Stevens

Telephone Number: 251 660-0132

Fax Number: 251 660-2084

Email Address: pstevens@personsservices.com

West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

"Interested party" or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

West Virginia Ethics Commission Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Persons Services Corp. Address: 4474 Halls Mill Rd., Mobile, AL 36693

Name of Authorized Agent: Paul Stevens Address: 4474 Halls Mill Rd., Mobile, AL 36693

Contract Number: CRFQ-0307 DEV2100000001 Contract Description: MHU Replacements

Governmental agency awarding contract: Department of Administration, Purchasing Division

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.

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.

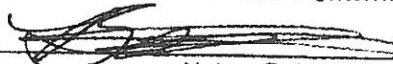
Signature:  Date Signed: 8/17/2020

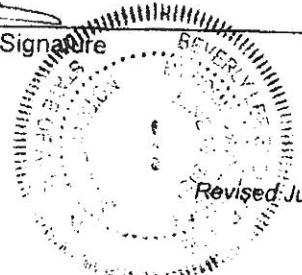
Notary Verification

State of Alabama County of Mobile

I, Paul Stevens, 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 17 day of August, 2020.


Notary Public's Signature



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

Revised June 8, 2018

WV-73
Approved / April 30, 2020



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

I, Paul Stevens, after being first duly sworn, depose and state as follows:

- I am an employee of Persons Services Corp.; and,
(Company Name)
- I do hereby attest that Persons Services Corp.
(Company Name)

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

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

Printed Name: Paul Stevens

Signature: *Paul Stevens*

Title: Project Executive

Company Name: Persons Services Corp.

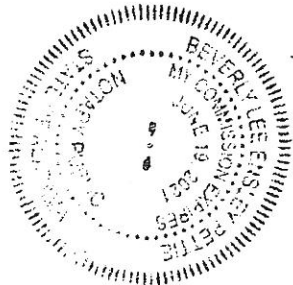
Date: 8/17/2020

STATE OF WEST VIRGINIA,
COUNTY OF Mobile, Alabama TO-WIT:

Taken, subscribed and sworn to before me this 14 day of August, 2020.

By Commission expires 06/19/2021

(Seal)



[Signature]
(Notary Public)

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(j), 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: Persons Services Corp

Authorized Signature: [Signature] Date: 8/17/2020

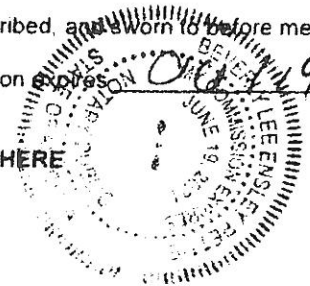
State of Alabama

County of Mobile to-wit:

Taken subscribed, and sworn to before me this 17 day of August, 2020

My Commission expires 06/19/2021 2021

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

Agency _____
REQ. P.O.# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS. That we, the undersigned, Persons Services Corp.
of 4474 Halls Mill Road, Mobile, AL 36693 as Principal, and Philadelphia Indemnity Insurance
Company of One Bala Plaza, Suite 100, Bala Cynwyd, PA 19004, a corporation organized and existing under the laws of the State of
Philadelphia with its principal office in the City of Bala Cynwyd, PA, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of Five percent of bid amount (\$ 5% of bid amount) 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
State of West Virginia

MHU Replacement
Solicitation Number CRFQ 0307 DEV2100000001

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 Obligee may accept such bid, and said Surety does hereby
waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and
Surety, or by Principal individually if Principal is an individual, this 17th day of August, 20 20.

Principal Seal



Persons Services Corp.
(Name of Principal)
By [Signature]
(Must be President, Vice President, or
Duly Authorized Agent)
President
(Title)

Surety Seal

Philadelphia Indemnity Insurance Company
(Name of Surety)
[Signature]
O.M. Otts, IV Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and
must attach a power of attorney with its seal affixed.**

35

PHILADELPHIA INDEMNITY INSURANCE COMPANY

One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint J. William Goodloe, III and Roland G. Fry Jr. of Lyon Fry Cadden Ins. Agency, Inc., its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed **\$50,000,000**

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of **PHILADELPHIA INDEMNITY INSURANCE COMPANY** on the 14th of November, 2016.

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

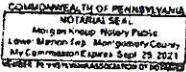
FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 27th DAY OF OCTOBER, 2017.

(Seal)

Robert D. O'Leary Jr., President & CEO
Philadelphia Indemnity Insurance Company

On this 27th day of October, 2017, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



(Notary Seal)

Notary Public:

Margaret Knapp

residing at:

Bala Cynwyd, PA

My commission expires:

September 25, 2021

I, Edward Sayago, Corporate Secretary of **PHILADELPHIA INDEMNITY INSURANCE COMPANY**, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 27th day of October, 2017 are true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of **PHILADELPHIA INDEMNITY INSURANCE COMPANY**.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 17th day of August 20 20

Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY

State of West Virginia



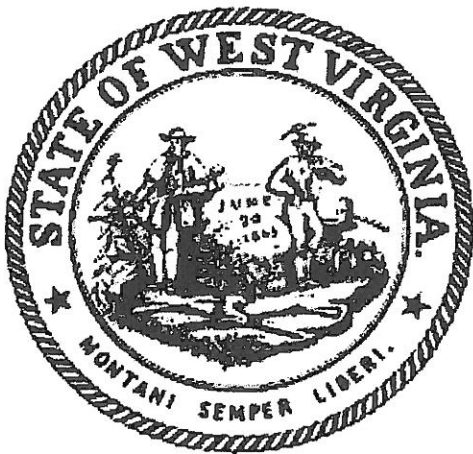
Certificate

*I, Mac Warner, Secretary of State,
of the State of West Virginia, hereby certify that*

PERSONS SERVICES CORP.

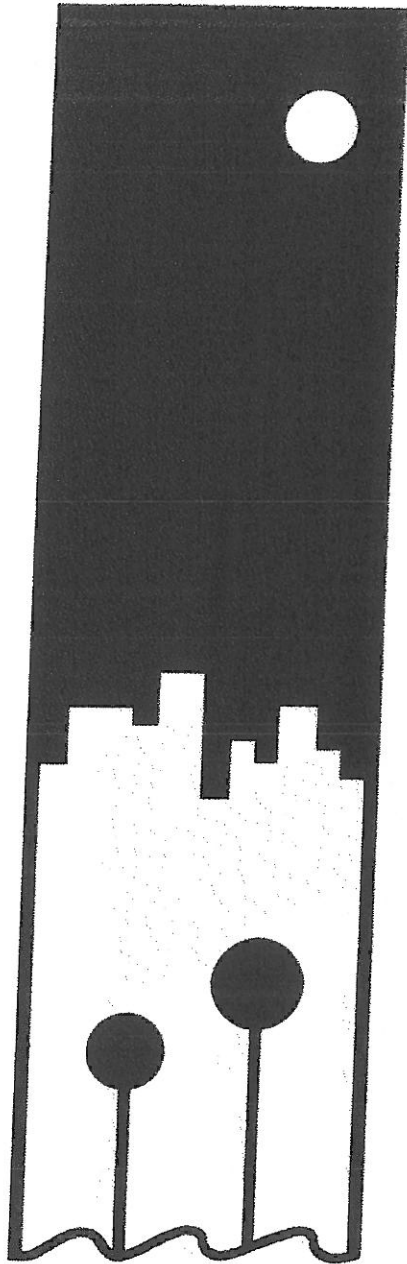
has filed the appropriate registration documents in my office according to the provisions of the West Virginia Code and hereby declare the organization listed above as duly registered with the Secretary of State's Office.

*Given under my hand and
the Great Seal of West Virginia
on this day of
February 07, 2020*



Mac Warner

Secretary of State



**WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD**

CONTRACTOR LICENSE

Authorized by the
West Virginia Contractor Licensing Board

Number: WV059586

Classification:
GENERAL BUILDING
MANUFACTURED HOME INSTALLATION

PERSONS SERVICES CORP
DBA PERSONS SERVICES CORP
4474 HALLS MILL RD
MOBILE, AL 36693

Date Issued	Expiration Date
MARCH 06, 2020	MARCH 06, 2021

Authorized Company Signature

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.

Client#: 21987

PERSE

ACORDTM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/17/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lyon Fry Cadden Ins Agency Inc P. O. Box 160927 (251) 473-4600 Mobile, AL 36616		CONTACT NAME: Katie Gilmore PHONE (A/C, No, Ext): 251 473-4600 FAX (A/C, No): 251-450-0032 E-MAIL ADDRESS:																						
INSURED Persons Services Corp. 4474 Halls Mill Road Mobile, AL 36693		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Middlesex Insurance Company</td> <td>23434</td> </tr> <tr> <td>INSURER B:</td> <td>Midwest Employers Casualty Company</td> <td>23612</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Middlesex Insurance Company	23434	INSURER B:	Midwest Employers Casualty Company	23612	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																								
INSURER D:																								
INSURER E:																								
INSURER F:																								

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PD Ded:1,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		A0060738001	07/19/2020	07/19/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Drive Oth Car <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		A0060738002	07/19/2020	07/19/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$		A0060738003	07/19/2020	07/19/2021	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		MEWC276903	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is additional insured as respects general liability coverage, where required by written contract.

CERTIFICATE HOLDER

CANCELLATION

WV Department of Commerce
 Development Office
 1900 Kanawha Blvd East
 Charleston, WV 25305

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

[Signature]

© 1988-2015 ACORD CORPORATION. All rights reserved.



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

State of West Virginia
Request for Quotation
09 - Construction

Proc Folder: 752922

Doc Description: ADDENDUM 1 : MHU Replacement

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-08-17	2020-09-02 13:30:00	CRFQ 0307 DEV2100000001	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:
Persons Services Corp.
4474 Halls Mill Rd.
Mobile, AL 36693
251 660-0132

FOR INFORMATION CONTACT THE BUYER

Dusty J Smith
(304) 558-2063
dusty.j.smith@wv.gov

Signature X

FEIN # 63-1237523

DATE 9/2/2020

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

ADDITIONAL INFORMATION:

ADDENDUM 1 IS ISSUED FOR THE FOLLOWING REASONS:

- 1 AGENCY RESPONSES TO VENDORS QUESTIONS
 - 2 BILL OPENING WILL BE CHANGED TO SEPTEMBER 2, 2020
- TIME WILL REMAIN THE SAME.
NO OTHER CHANGES

INVOICE TO	SHIP TO
PROCUREMENT OFFICER WV DEVELOPMENT OFFICE ADMINISTRATION 1900 KANAWHA BLVD E BLDG 3 SUITE 800 CHARLESTON WV25305-0311 US	WV DEVELOPMENT OFFICE ADMINISTRATION 11900 KANAWHA BLVD E BLDG 3 SUITE 600 CHARLESTON WV 25305-0311 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Residential Home	1.00000	EA	7,297,030.00	7,297,030.00

Comm Code	Manufacturer	Specification	Model#
95122101			

Extended Description :
Residential Home

SCHEDULE OF EVENTS

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE 10AM	2020-08-10

SOLICITATION NUMBER: Ev 210000001
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time**
- Modify specifications of product or service being sought**
- Attachment of vendor questions and responses**
- Attachment of pre-bid sign-in sheet**
- Correction of error**
- Other**

Description of Modification to Solicitation:

ADDENDUM 2 IS ISSUED FOR THE FOLLOWING REASONS:

- 1. AGENCY RESPONSES TO VENDORS QUESTIONS**
 - 2. BILL OPENING WILL BE CHANGED TO SEPTEMBER 2, 2020**
- TIME WILL REMAIN THE SAME.**
- NO OTHER CHANGES**

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

- 1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.**
- 2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.**

ATTACHMENT A

Questions for CRFQ: DEV2000000012

1. Are there specific floor plans that the program requires for the MHU's? What are the square footage requirements?

Response: There are no specific floor plan or square footage requirements/or this RFQ because of the different manufacturing options available. Projects must meet the requirements outlined in the RFQ and be HUD certified.

2. What is all included in a gas home? Is it the heater, stove, water, and dryer?

Response: Yes, only those appliances you have listed in your question will be required to be emplaced instead of the normal electric versions.

3. Are the number of MHU's and sizes accurate of what will be completed?

Response: All quantities listed in Exhibit A (Pricing Page) are estimates only. These estimates were provided in order to allow the Vendor to provide the best bid possible without being able to visit a potential project site prior to. All quantities are subject to increase or decrease through out the term of the Contract.

4. In order to meet a 90 calendar day schedule, mobile homes need to be ordered in advance. Due to COVID-19 there is a longer lead time for MHU's. Is there a guarantee that the quantities listed are a minimum number to be installed?

Response: Due to nature of this Contract being open ended and the Program still accepting applications and eligibility determinations guarantees on specific quantities cannot be given.

5. Line 39 on the pricing page has the unit of measure for ditch culverts as each. Is this the correct unit of measure?

Response: The Unit of Measure for this Line Item is by the "Linear Foot". Please check the solicitation "Exhibit A" Attachment again for correction.

6. With a 90 calendar day timeline and manufacturers supplying a 120 day delivery term, and with no knowledge of the proposed sites. How do you propose that this is a viable timeline with the state and your contractors?

Response: Project assignments will be issued to the Vendor for project acceptance or denial. If accepted, the Vendor will be given an adequate period of time to place their MHU Order prior to issuance of the Notification to Proceed in order to allow for the increased delays due to COVID-19.

7. Which documents/licenses/bonds are required with bid submission?

Response:

Vendors are required to submit bid in accordance with the Specifications, and Terms and Conditions, required documentation.

Including the following

Signature on the bid- required with bid submission

Purchasing affidavit, required with bid submission

Disclosures of Interested Parties to contracts, should be submitted with the bid, required prior to award

Certified Drug-free Workplace Report Coversheet, should be submitted with the bid, required prior to award

Drug -Free Workplace Conformance Affidavit, should be submitted with the bid, required prior to award

Bid bond, required with the bid or vendor will be automatically disqualified.

8. 13.1.11 states that project locations will be provided upon Delivery Order/Notice to Proceed. How is it possible to know if a project is feasible without knowing the location and accessibility?

Response: As outlined in 7.2.1 and 7.2.2, a project will be assigned to the Vendor, at which point the Vendor will have 10 calendar days to meet with the Construction Management Team to visit the site and determine if it will be accepted or declined. If it is accepted, the Vendor will complete the Contractor portion of the Homeowner Agreement. Once all of that has been completed, the Vendor will be given an adequate amount of time to place their MHU Order prior to the issuance of the Notification to Proceed.

9. What is all required with the final bid submission?

See response to Answer 7.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DEV2100000001

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:

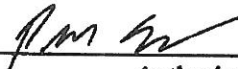
(Check the box next to each addendum received)

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

Persons Services Corp.

Company



Authorized Signature

9/2/2020

Date

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

Revised 6/8/2012