



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

List View

## General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 1459119

Procurement Type: Central Purchase Order

Vendor ID: 000000201085

Legal Name: RADFORD &amp; RADFORD INC

Alias/DBA:

Total Bid: \$0.00

Response Date: 10/15/2024

Response Time: 13:25

Responded By User ID: radford

First Name: Anita

Last Name: Cheek

Email: anita@rrinc.biz

Phone: 3042525240

SO Doc Code: CRFQ

SO Dept: 0810

SO Doc ID: DMT2500000001

Published Date: 10/3/24

Close Date: 10/15/24

Close Time: 13:30

Status: Closed

Solicitation Description: Addition to Mountain Transit Authority's headquarters

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia  
Solicitation Response

**Proc Folder:** 1459119  
**Solicitation Description:** Addition to Mountain Transit Authority's headquarters  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2024-10-15 13:30	SR 0810 ESR10152400000002595	1

**VENDOR**  
000000201085  
RADFORD & RADFORD INC

**Solicitation Number:** CRFQ 0810 DMT2500000001  
**Total Bid:** 0  
**Response Date:** 2024-10-15  
**Response Time:** 13:25:40  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
John W Estep  
304-558-2566  
john.w.estep@wv.gov

<b>Vendor</b>		
<b>Signature X</b>	<b>FEIN#</b>	<b>DATE</b>

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	Specialized public building construction services	0.00000	EA	2337000.000000	0.00

Comm Code	Manufacturer	Specification	Model #
72121400			

**Commodity Line Comments:**

**Extended Description:**

Building an addition for the MTA headquarters in Summersville, WV.



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

State of West Virginia  
Centralized Request for Quote  
Construction

Proc Folder: 1459119

Doc Description: Addition to Mountain Transit Authority's headquarters

Reason for Modification:

Proc Type: Central Purchase Order

Date Issued

Solicitation Closes

Solicitation No

Version

2024-09-04

2024-10-08 13:30

CRFQ 0810 DMT2500000001

1

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON WV 25305

US

VENDOR

Vendor Customer Code: 000000201085

Vendor Name : RADFORD & RADFORD, INC.

Address : PO BOX 1857

Street : 860 RAGLAND ROAD

City : BECKLEY

State : WV

Country : USA

Zip : 25802

Principal Contact : KEVIN RADFORD or JOE KUBIN

Vendor Contact Phone: 304-252-5240

Extension:

FOR INFORMATION CONTACT THE BUYER

John W Estep

304-558-2566

john.w.estep@wv.gov

Vendor  
Signature X

*Bill Radford*

FEIN# 55-0463879

DATE

*10/15/24*

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

**ADDITIONAL INFORMATION****REQUEST FOR QUOTATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of The West Virginia Department of Transportation Division of Multimodal Transportation Facilities-Transit Section to establish a contract for the following: Completion of a 2-phase addition on the headquarters of Mountain Transit Authority's main facility. There will be additions in the front and the back of the building. The existing portions of the building must be maintained because the agency will still be providing transportation services to the public. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

**INVOICE TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

**SHIP TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Specialized public building construction services	0.00000	EA		

**Comm Code****Manufacturer****Specification****Model #**

72121400

**Extended Description:**

Building an addition for the MTA headquarters in Summersville, WV.

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Pre-Bid Meeting 1096 Broad St. Summersville WV 11:00am	2024-09-17
2	Tech Questions due by 10:00am	2024-09-26

	Document Phase	Document Description	Page 3
DMT2500000001	Final	Addition to Mountain Transit Authority's headquarters	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**EXHIBIT A - Pricing Page**

**Mountain Transit Authority Building Addition:**

**Mountain Transit Authority (MTA)**

**1096 Broad St.**

**Summersville, WV 26651**

**(304) 872-5872**

**VENDOR COMPANY NAME:** RADFORD & RADFORD, INC.

**VENDOR ADDRESS:** PO BOX 1857, BECKLEY, WV 25802

**TELEPHONE:** 304-252-5240

**EMAIL ADDRESS:** joe@rrinc.biz                      kevin@rrinc.biz

**CONTRACT TOTAL BID AMOUNT**

For the lump sum of: \$ 2,337,000.00

(show amount in numbers)

Two Million, three hundred thirty seven thousand —

(show amount in words)

(In the event of a difference between the written amount and the number amount, the written amount shall govern).

**SIGNATURE:** Beth Radford

**DATE:** 10/15/24

**NAME:** BETH RADFORD

**(PLEASE PRINT)**

**TITLE:** VICE PRESIDENT



**REQUEST FOR QUOTATION**  
**[Mountain Transit Authority Facility Addition]**

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**EXHIBIT B – Project Plans**

The contract documents, plans and detailed specifications are attached to this document.

The list of documents include:

1. Contract Documents and Detailed Specifications for Mountain Transit Authority Addition
2. Construction Drawings for Mountain Transit Authority Addition

11.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

11.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

11.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

11.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

11.5. Vendor shall inform all staff of Agency's security protocol and procedures.

## 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: Kevin M. Radford

Telephone Number: 304-252-5240

Fax Number: 304-252-5440

Email Address: Kevin@rrinc.biz

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Radford & Radford, Inc.  
of Beckley, WV, as Principal, and Travelers Casualty and Surety Company of America  
of Hartford, CT, a corporation organized and existing under the laws of the State of  
CT with its principal office in the City of Hartford, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of Five Percent of Amount Bid (\$ 5%) 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  
Mountain Transit Authority - Phase 1: Addition in the Back of the Building & Phase 2: Addition in the Back of the  
Building

**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 15th day of October, 2024.

Principal Seal



Radford & Radford, Inc.

(Name of Principal)

By

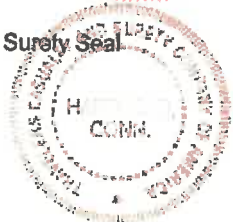
Booth Radford

(Must be President, Vice President, or  
Duly Authorized Agent)

Vice President

(Title)

Surety Seal



Travelers Casualty and Surety Company of America

(Name of Surety)

By:

Kimberly L. Miles

Kimberly L. Miles, Licensed WV Resident Agent 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.**



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

I, BETH RADFORD, after being first duly sworn, depose and state as follows:

1. I am an employee of RADFORD & RADFORD, INC.; and,  
(Company Name)
2. I do hereby attest that RADFORD & RADFORD, INC.  
(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: BETH RADFORD

Signature: Beth Radford

Title: VICE PRESIDENT

Company Name: RADFORD & RADFORD, INC.

Date: OCTOBER 15, 2024

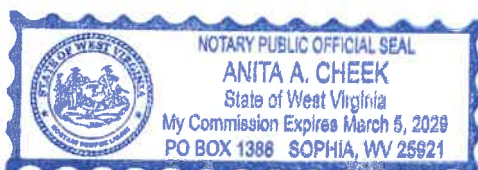
STATE OF WEST VIRGINIA,

COUNTY OF RALEIGH, TO-WIT:

Taken, subscribed and sworn to before me this 15 day of OCTOBER, 2024.

By Commission expires MARCH 5, 2029

(Seal)



Anita A. Cheek  
 (Notary Public)

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/19/2023

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).

<b>PRODUCER</b> USI Ins Svcs C/L Charleston 300 Kanawha Blvd. East, Suite 300 Charleston, WV 25301 304 347-0611		<b>CONTACT NAME:</b> Megan Withrow <b>PHONE (A/C, No, Ext):</b> 304-347-0630 <b>E-MAIL ADDRESS:</b> megan.withrow@usi.com <b>FAX (A/C, No):</b> 304-347-0605															
<b>INSURED</b> Radford & Radford, Inc. P.O. Box 1857 Beckley, WV 25802		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Phoenix Insurance Company</td> <td>25623</td> </tr> <tr> <td>INSURER B : Travelers Property Cas. Co. of America</td> <td>25674</td> </tr> <tr> <td>INSURER C : Travelers Casualty and Surety Company</td> <td>19038</td> </tr> <tr> <td>INSURER D : Charter Oak Fire Insurance Company</td> <td>25615</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Phoenix Insurance Company	25623	INSURER B : Travelers Property Cas. Co. of America	25674	INSURER C : Travelers Casualty and Surety Company	19038	INSURER D : Charter Oak Fire Insurance Company	25615	INSURER E :		INSURER F :	
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## 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:2,500 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	4TC06G385391PHX24	01/01/2024	01/01/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	BA3L012445242SG	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	X	X	CUP0K033741242S	01/01/2024	01/01/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	X	N/A	UB9J609154242SG WV Broad Form	01/01/2024	01/01/2025	<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
D	Builders Risk	X		QT6607K427228COF24	01/01/2024	01/01/2025	\$1,500,000
D	Owned Equipment	X		QT6607K427228COF	01/01/2024	01/01/2025	\$1,988,941
D	L/R Equipment	X		QT6607K427228COF	01/01/2024	01/01/2025	\$400,000

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

## CERTIFICATE HOLDER

## CANCELLATION

Radford & Radford, Inc.,  
 860 Ragland Road , P.O. Box 1857  
 Beckley, WV 25801

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

*James P. Crouse*



**Travelers Casualty and Surety Company of America**  
**Travelers Casualty and Surety Company**  
**St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Kimberly L. Miles** of **CHARLESTON**, **West Virginia**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, **2021**.



State of Connecticut

City of Hartford ss.

By: \_\_\_\_\_


  
Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, **2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, **2026**



  
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 15th day of October, 2024.



  
Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.**

**Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.**



**WEST VIRGINIA  
STATE TAX DEPARTMENT  
BUSINESS REGISTRATION  
CERTIFICATE**

ISSUED TO:  
RADFORD & RADFORD INC  
860 RAGLAND RD  
BECKLEY, WV 25801-9730

BUSINESS REGISTRATION ACCOUNT NUMBER: 1034-9723

This certificate is issued on: 06/11/2010

*This certificate is issued by  
the West Virginia State Tax Commissioner  
in accordance with W.Va. Code § 11-12.*

*The person or organization identified on this certificate is registered  
to conduct business in the State of West Virginia at the location above.*

*This certificate is not transferrable and must be displayed at the location for which issued.*

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.  
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.



# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board

NUMBER: WV001185

CLASSIFICATION:

GENERAL BUILDING  
RESIDENTIAL  
SPECIALTY

RADFORD & RADFORD INC  
DBA RADFORD & RADFORD INC  
PO BOX 1857  
BECKLEY, WV 25802

DATE ISSUED

AUGUST 14, 2024

EXPIRATION DATE

AUGUST 14, 2025

Authorized Signature

Chair, West Virginia Contractor  
Licensing Board



WEST VIRGINIA  
CONTRACTOR  
LICENSING BOARD

A copy of this license must be readily available for inspection by the Board on every job site where contracting 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 is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.





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

State of West Virginia  
Centralized Request for Quote  
Construction

Proc Folder: 1459119

Doc Description: Addition to Mountain Transit Authority's headquarters

Reason for Modification:

Addendum #7 issued to publish  
Geotechnical Report.

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2024-10-03	2024-10-15 13:30	CRFQ 0810 DMT2500000001	8

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000201085

Vendor Name : RADFORD & RADFORD, INC.

Address : PO BOX 1857

Street : 860 RAGLAND ROAD

City : BECKLEY

State : WV

Country : USA

Zip : 25802

Principal Contact : KEVIN RADFORD or JOE KUBIN

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

John W Estep  
304-558-2566  
john.w.estep@wv.gov

Vendor  
Signature X

FEIN# 55-0463879

DATE OCTOBER 4, 2024

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

**ADDITIONAL INFORMATION****ADDENDUM NO\_5**

Addendum No\_5 issued to publish and distribute the attached information to the Vendor Community.

**REQUEST FOR QUOTATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of The West Virginia Department of Transportation Division of Multimodal Transportation Facilities-Transit Section to establish a contract for the following: Completion of a 2-phase addition on the headquarters of Mountain Transit Authority's main facility. There will be additions in the front and the back of the building. The existing portions of the building must be maintained because the agency will still be providing transportation services to the public. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

**INVOICE TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

**SHIP TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Specialized public building construction services	0.00000	EA		

**Comm Code****Manufacturer****Specification****Model #**

72121400

**Extended Description:**

Building an addition for the MTA headquarters in Summersville, WV.

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Pre-Bid Meeting 1096 Broad St. Summersville WV 11:00am	2024-09-17
2	Tech Questions due by 10:00am	2024-09-26

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DMT25\*01**

**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 checked="" type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input checked="" type="checkbox"/> Addendum No. 7
<input checked="" type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input checked="" type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input checked="" 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.

\_\_RADFORD & RADFORD, INC.\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Authorized Signature

\_\_\_\_OCTOBER 15, 2024\_\_\_\_\_  
Date

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

Revised 6/8/2012

**SOLICITATION NUMBER:** CRFQ 0810 DMT2500000001

**Addendum Number:**

**No.07**

---

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 issued to publish and distribute the attached documentation to the vendor community.

1. To publish Geotechnical Soil Report

**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.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DMT25\*01**

**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.

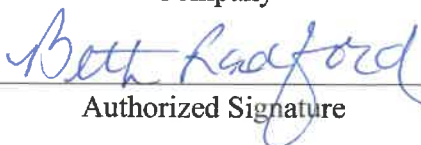
**Addendum Numbers Received:**

(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 checked="" 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.

\_\_RADFORD & RADFORD, INC.\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Authorized Signature

\_\_OCTOBER 4, 2024\_\_\_\_\_  
Date

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

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DMT25\*01**

**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 checked="" 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

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\_\_RADFORD & RADFORD, INC.\_\_\_\_

Company



Authorized Signature

\_\_OCTOBER 15, 2024\_\_\_\_

Date

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

Revised 6/8/2012



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

State of West Virginia  
Centralized Request for Quote  
Construction

<b>Proc Folder:</b> 1459119			<b>Reason for Modification:</b> ADDENDUM NO_1 to attach detailed Specs
<b>Doc Description:</b> Addition to Mountain Transit Authority's headquarters			
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-09-16	2024-10-08 13:30	CRFQ 0810 DMT2500000001	2

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** 000000201085  
**Vendor Name :** RADFORD & RADFORD, INC.  
**Address :** PO BOX 1857  
**Street :** 860 RAGLAND ROAD  
**City :** BECKLEY  
**State :** WV **Country :** USA **Zip :** 25802  
**Principal Contact :** KEVIN RADFORD or JOE KUBIN  
**Vendor Contact Phone:** 304-252-5240 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
John W Estep  
304-558-2566  
john.w.estep@wv.gov

**Vendor Signature X** *Beth Radford* **FEIN#** 55-0463879 **DATE** SEPTEMBER 17, 2024

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

**ADDITIONAL INFORMATION****ADDENDUM NO\_1**

Addendum No\_1 issued to publish and distribute the attached information to the Vendor Community.

**REQUEST FOR QUOTATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of The West Virginia Department of Transportation Division of Multimodal Transportation Facilities-Transit Section to establish a contract for the following: Completion of a 2-phase addition on the headquarters of Mountain Transit Authority's main facility. There will be additions in the front and the back of the building. The existing portions of the building must be maintained because the agency will still be providing transportation services to the public. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

**INVOICE TO****SHIP TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Specialized public building construction services	0.00000	EA		

**Comm Code****Manufacturer****Specification****Model #**

72121400

**Extended Description:**

Building an addition for the MTA headquarters in Summersville, WV.

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Pre-Bid Meeting 1096 Broad St. Summersville WV 11:00am	2024-09-17
2	Tech Questions due by 10:00am	2024-09-26



# **SOLICITATION NUMBER: CRFQ DMT2500000001**

## **Addendum Number: 1**

The purpose of this addendum is to modify the solicitation identified as CRFQ DMT2500000001 ("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 – Add Detailed Specs
- ☐ Other

### **Additional Documentation:**

Add Detailed Specifications that were omitted from Org posting.

Bid Opening remains 10/08/2024 at 1:30pm

### **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.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DMT2500000001**

**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 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.

RADFORD & RADFORD INC

\_\_\_\_\_  
Company



\_\_\_\_\_  
Authorized Signature

SEPTEMBER 17, 2024

\_\_\_\_\_  
Date

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



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

State of West Virginia  
Centralized Request for Quote  
Construction

<b>Proc Folder:</b> 1459119			<b>Reason for Modification:</b> Addendum No_2 Correction - Adding Spec Book
<b>Doc Description:</b> Addition to Mountain Transit Authority's headquarters			
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-09-16	2024-10-08 13:30	CRFQ 0810 DMT2500000001	3

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** 000000201085  
**Vendor Name :** RADFORD & RADFORD, INC.  
**Address :** PO BOX 1857  
**Street :** 860 RAGLAND ROAD  
**City :** BECKLEY  
**State :** WV **Country :** USA **Zip :** 25802  
**Principal Contact :** KEVIN RADFORD or JOE KUBIN  
**Vendor Contact Phone:** 304-252-5240 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

John W Estep  
304-558-2566  
john.w.estep@wv.gov

Vendor  
Signature X

*Beth Radford*

FEIN# 55-0463879

SEPTEMBER 17, 2024  
DATE

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

**ADDITIONAL INFORMATION****ADDENDUM NO\_2**

Addendum No\_2 issued to publish and distribute the attached information to the Vendor Community.

**REQUEST FOR QUOTATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of The West Virginia Department of Transportation Division of Multimodal Transportation Facilities-Transit Section to establish a contract for the following: *Completion of a 2-phase addition on the headquarters of Mountain Transit Authority's main facility. There will be additions in the front and the back of the building. The existing portions of the building must be maintained because the agency will still be providing transportation services to the public. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.*

**INVOICE TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

**SHIP TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Specialized public building construction services	0.00000	EA		

**Comm Code****Manufacturer****Specification****Model #**

72121400

**Extended Description:**

Building an addition for the MTA headquarters in Summersville, WV.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Pre-Bid Meeting 1096 Broad St. Summersville WV 11:00am	2024-09-17
2	Tech Questions due by 10:00am	2024-09-26

# **SOLICITATION NUMBER: CRFQ DMT2500000001**

## **Addendum Number: 2**

The purpose of this addendum is to modify the solicitation identified as CRFQ DMT2500000001 ("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 – Add Detailed Specs
- ☐ Other

### **Additional Documentation:**

Add Detailed Specifications that were omitted from Org posting.

Bid Opening remains 10/08/2024 at 1:30pm

### **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.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFO DMT2500000001**

**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:**

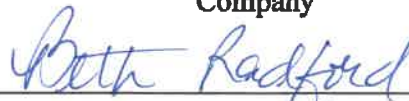
(Check the box next to each addendum received)

<input type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" 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 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.

RADFORD & RADFORD, INC.

Company



Authorized Signature

SEPTEMBER 17, 2024

Date

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



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

State of West Virginia  
Centralized Request for Quote  
Construction

<b>Proc Folder:</b> 1459119			<b>Reason for Modification:</b> ADDENDUM NO_3 Add Pre-Bid Sign-in Sheets
<b>Doc Description:</b> Addition to Mountain Transit Authority's headquarters			
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-09-18	2024-10-08 13:30	CRFQ 0810 DMT2500000001	4

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** 000000201085  
**Vendor Name :** RADFORD & RADFORD, INC.  
**Address :** PO BOX 1857  
**Street :** 860 RAGLAND ROAD  
**City :** BECKLEY  
**State :** WV **Country :** USA **Zip :** 25802  
**Principal Contact :** KEVIN RADFORD or JOE KUBIN  
**Vendor Contact Phone:** 304-252-5240 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

John W Estep  
304-558-2566  
john.w.estep@wv.gov

Vendor  
Signature X

*Beth Radford*

FEIN# 55-0463879

SEPTEMBER 23, 2024  
DATE

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

**ADDITIONAL INFORMATION****ADDENDUM NO\_3**

Addendum No\_3 issued to publish and distribute the attached information to the Vendor Community.

**REQUEST FOR QUOTATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of The West Virginia Department of Transportation Division of *Multimodal Transportation Facilities-Transit Section to establish a contract for the following: Completion of a 2-phase addition on the headquarters of Mountain Transit Authority's main facility. There will be additions in the front and the back of the building. The existing portions of the building must be maintained because the agency will still be providing transportation services to the public. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.*

**INVOICE TO****SHIP TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Specialized public building construction services	0.00000	EA		

**Comm Code****Manufacturer****Specification****Model #**

72121400

**Extended Description:**

Building an addition for the MTA headquarters in Summersville, WV.

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Pre-Bid Meeting 1096 Broad St. Summersville WV 11:00am	2024-09-17
2	Tech Questions due by 10:00am	2024-09-26



# **SOLICITATION NUMBER: CRFQ DMT2500000001**

## **Addendum Number: 3**

The purpose of this addendum is to modify the solicitation identified as CRFQ DMT2500000001 ("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

### **Additional Documentation:**

Add Pre-Bid Sign-in Sheet

Bid Opening remains 10/08/2024 at 1:30pm

### **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.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFO DOT250000001**

**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 checked="" 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 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.

RADFORD & RADFORD, INC.

Company



Authorized Signature

SEPTEMBER 23, 2024

Date

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



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

State of West Virginia  
Centralized Request for Quote  
Construction

Proc Folder: 1459119

Doc Description: Addition to Mountain Transit Authority's headquarters

Reason for Modification:  
ADDENDUM NO\_4  
Attach Updated Construction  
Drawings

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2024-09-26	2024-10-08 13:30	CRFQ 0810 DMT2500000001	5

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000201085  
Vendor Name : RADFORD & RADFORD, INC.  
Address : PO BOX 1857  
Street : 860 RAGLAND ROAD  
City : BECKLEY  
State : WV Country : USA Zip : 25802  
Principal Contact : KEVIN RADFORD or JOE KUBIN  
Vendor Contact Phone: 304-252-5240 Extension:

FOR INFORMATION CONTACT THE BUYER

John W Estep  
304-558-2566  
john.w.estep@wv.gov

Vendor  
Signature X *Boeth Radford* FEIN# 55-0463879

DATE SEPTEMBER 26, 2024

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

**ADDITIONAL INFORMATION****ADDENDUM NO\_4**

Addendum No\_4 issued to publish and distribute the attached information to the Vendor Community.

**REQUEST FOR QUOTATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of The West Virginia Department of Transportation Division of Multimodal Transportation Facilities-Transit Section to establish a contract for the following: Completion of a 2-phase addition on the headquarters of Mountain Transit Authority's main facility. There will be additions in the front and the back of the building. The existing portions of the building must be maintained because the agency will still be providing transportation services to the public. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

**INVOICE TO****SHIP TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Specialized public building construction services	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
72121400			

**Extended Description:**

Building an addition for the MTA headquarters in Summersville, WV.

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Pre-Bid Meeting 1096 Broad St. Summersville WV 11:00am	2024-09-17
2	Tech Questions due by 10:00am	2024-09-26

# **SOLICITATION NUMBER: CRFQ DMT2500000001**

## **Addendum Number: 4**

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT25000000001 ("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

### **Additional Documentation:**

Newly Updated Construction Docs

Bid Opening remains 10/08/2024 at 1:30pm

### **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.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFO DMT2500000001**

**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:**

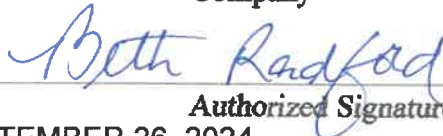
(Check the box next to each addendum received)

<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 checked="" 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 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.

RADFORD & RADFORD, INC.

Company

  
Authorized Signature

SEPTEMBER 26, 2024

Date

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



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

State of West Virginia  
Centralized Request for Quote  
Construction

Proc Folder: 1459119

Doc Description: Addition to Mountain Transit Authority's headquarters

Reason for Modification:

ADDENDUM NO\_5  
Vendor Questions and Responses  
Add Drawings

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2024-09-27	2024-10-08 13:30	CRFQ 0810 DMT2500000001	6

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Customer Code: 000000201085

Vendor Name : RADFORD & RADFORD, INC.

Address : PO BOX 1857

Street : 860 RAGLAND ROAD

City : BECKLEY

State : WV

Country : USA

Zip : 25802

Principal Contact : KEVIN RADFORD or JOE KUBIN

Vendor Contact Phone: 304-252-5240

Extension:

**FOR INFORMATION CONTACT THE BUYER**

John W Estep  
304-558-2566  
john.w.estep@wv.gov

Vendor  
Signature X

*Both Radford*

FEIN# 55-0463879

DATE OCTOBER 4, 2024

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

**ADDITIONAL INFORMATION****ADDENDUM NO\_5**

Addendum No\_5 issued to publish and distribute the attached information to the Vendor Community.

**REQUEST FOR QUOTATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of The West Virginia Department of Transportation Division of *Multimodal Transportation Facilities-Transit Section* to establish a contract for the following: *Completion of a 2-phase addition on the headquarters of Mountain Transit Authority's main facility.* There will be additions in the front and the back of the building. The existing portions of the building must be maintained because the agency will still be providing transportation services to the public. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

**INVOICE TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

**SHIP TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Specialized public building construction services	0.00000	EA		

**Comm Code****Manufacturer****Specification****Model #**

72121400

**Extended Description:**

Building an addition for the MTA headquarters in Summersville, WV.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Pre-Bid Meeting 1096 Broad St. Summersville WV 11:00am	2024-09-17
2	Tech Questions due by 10:00am	2024-09-26



# **SOLICITATION NUMBER: CRFQ DOT2500000001**

## **Addendum Number: 5**

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2500000001 ("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

### **Additional Documentation:**

Vendor Questions and Responses – Questions that were not answered will be answered early next week

Bid Opening remains 10/08/2024 at 1:30pm

### **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.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFO DOT2500000001**

**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 checked="" type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

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\_\_\_\_\_  
RADFORD & RADFORD, INC.

Company

\_\_\_\_\_  
*Beth Radford*  
Authorized Signature

\_\_\_\_\_  
OCTOBER 4, 2024

Date

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



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

State of West Virginia  
Centralized Request for Quote  
Construction

Proc Folder: 1459119

Doc Description: Addition to Mountain Transit Authority's headquarters

Reason for Modification:

Addendum #6 issued to publish agency responses to additional vendor Q&A, publish additional drawings and specs.

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2024-10-03	2024-10-15 13:30	CRFQ 0810 DMT2500000001	7

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000201085

Vendor Name : RADFORD & RADFORD, INC

Address : PO BOX 1857

Street : 860 RAGLAND ROAD

City : BECKLEY

State : WV

Country : USA

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Vendor Contact Phone: 304-252-5240

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FOR INFORMATION CONTACT THE BUYER

John W Estep  
304-558-2566  
john.w.estep@wv.gov

Vendor  
Signature X

FEIN# 55-0463879

DATE OCTOBER 4, 2024

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

**ADDITIONAL INFORMATION****ADDENDUM NO\_5**

Addendum No\_5 issued to publish and distribute the attached information to the Vendor Community.

**REQUEST FOR QUOTATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of The West Virginia Department of Transportation Division of Multimodal Transportation Facilities-Transit Section to establish a contract for the following: Completion of a 2-phase addition on the headquarters of Mountain Transit Authority's main facility. There will be additions in the front and the back of the building. The existing portions of the building must be maintained because the agency will still be providing transportation services to the public. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

**INVOICE TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
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**SHIP TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 663  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Specialized public building construction services	0.00000	EA		

**Comm Code****Manufacturer****Specification****Model #**

72121400

**Extended Description:**

Building an addition for the MTA headquarters in Summersville, WV.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Pre-Bid Meeting 1096 Broad St. Summersville WV 11:00am	2024-09-17
2	Tech Questions due by 10:00am	2024-09-26

**SOLICITATION NUMBER:** CRFQ 0810 DMT2500000001

**Addendum Number:** No.06

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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 issued to publish and distribute the attached documentation to the vendor community.

1. To extend bid close date until 10/15/2024 @ 1:30 PM ET
2. To publish agency responses to vendor submitted questions
3. To publish additional/revised drawings and specs

**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.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DMT25\*01**

**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.

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**Addendum Numbers Received:**

(Check the box next to each addendum received)

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\_\_RADFORD & RADFORD, INC.\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Authorized Signature

\_\_OCTOBER 4, 2024\_\_\_\_\_  
Date

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

Revised 6/8/2012