



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

State of West Virginia
Centralized Request for Proposals
Telecomm

Proc Folder: 1641253

Doc Description: Vertical Real Estate Management Pursuant WV Code 31G-5

Reason for Modification:
To post Addendum no. 13.

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2025-06-24	2025-07-08 13:30	CRFP 0231 OOT2500000001	14

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000048523

Vendor Name : SBA SITE MANAGEMENT, LLC

Address : 101 INTERCHANGE PLAZA, SUITE 103

Street :

City : CRANBURY

State : NJ

Country : USA

Zip : 08512

Principal Contact : SCOTT BRITTON

Vendor Contact Phone: (603) 626-6272

Extension:

FOR INFORMATION CONTACT THE BUYER

Larry D McDonnell
304-558-2063
larry.d.mcdonnell@wv.gov

Vendor
Signature X

FEIN# 20-5992739

DATE 7/1/2025

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

ADDITIONAL INFORMATION

Addendum No. 13:

To post answers to vendor questions.

Bid opening date has been extended from 07/01/2025 to 07/08/2025.

The bid opening time still remains at 1:30PM EST/EDT

No other changes.

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

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	Vertical Real Estate Professional Management Services				

Comm Code	Manufacturer	Specification	Model #
80131800			

Extended Description:

See attached documentation for further details.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Vendor Questions due at 3:00PM EST/EDT	2025-03-18

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFP OOT25*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. 11
<input checked="" type="checkbox"/> Addendum No. 2	<input checked="" type="checkbox"/> Addendum No. 7	<input checked="" type="checkbox"/> Addendum No. 12
<input checked="" type="checkbox"/> Addendum No. 3	<input checked="" type="checkbox"/> Addendum No. 8	<input checked="" type="checkbox"/> Addendum No. 13
<input checked="" type="checkbox"/> Addendum No. 4	<input checked="" type="checkbox"/> Addendum No. 9	<input checked="" type="checkbox"/> Addendum No. 14
<input checked="" type="checkbox"/> Addendum No. 5	<input checked="" type="checkbox"/> Addendum No. 10	<input checked="" type="checkbox"/> Addendum No. 15

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.

SBA SITE MANAGEMENT, LLC

Company



Authorized Signature

JULY 1, 2025

Date

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



SBA Site Management
101 Interchange Plaza
Suite 103
Cranbury, NJ 08512

T + 732.404.9360
F + 732.404.9323

sbasite.com

**REQUEST FOR PROPOSAL
WV Office of Technology
CRFP OOT25*01**

Vertical Real Estate Management

Cost Proposal

**Vendor: SBA Site Management, LLC
101 Interchange Plaza, Suite 103
Cranbury, NJ 08512**

**Primary Contact :
Scott Britton
Director, National Accounts
sbritton@sbasite.com
(603) 626-6272**

April 10th 2025



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

State of West Virginia
Centralized Request for Proposals
Telecomm

Proc Folder: 1641253

Doc Description: Vertical Real Estate Management Pursuant WV Code 31G-5

Reason for Modification:

Proc Type: Central Master Agreement

Date Issued

Solicitation Closes

Solicitation No

Version

2025-03-04

2025-04-01 13:30

CRFP 0231 OOT2500000001

1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:VS0000048523

Vendor Name : SBA Site Management, LLC

Address : 101 Interchange Plaza

Street : Suite 103

City : Cranbury

State : NJ

Country :USA

Zip :08512

Principal Contact : Scott Britton, Director, National Accounts

Vendor Contact Phone: (603) 626-6272

Extension:

FOR INFORMATION CONTACT THE BUYER

Larry D McDonnell

304-558-2063

larry.d.mcdonnell@wv.gov

Vendor
Signature X

FEIN#20-5992739

DATE4/10/2025

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

ADDITIONAL INFORMATION**REQUEST FOR PROPOSALS**

The West Virginia Department of Administration, Purchasing Division (hereinafter referred to as the "Purchasing Division") is issuing this solicitation as a request for proposal ("RFP"), as authorized by W. Va. Code 5A-3-10b, for the West Virginia Office of Technology (hereinafter referred to as the "Agency") to provide management of the State of West Virginia's vertical real estate.

Questions regarding the solicitation must be submitted in writing to Larry.D.McDonnell@wv.gov prior to the question period deadline

****ONLINE SUBMISSIONS ARE PROHIBITED FOR REQUEST FOR PROPOSALS****

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Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	Vertical Real Estate Professional Management Services				

Comm Code	Manufacturer	Specification	Model #
80131800			

Extended Description:

See attached documentation for further details.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Vendor Questions due at 3:00PM EST/EDT	2025-03-18

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.

(Printed Name and Title) Scott Britton Director, National Accounts

(Address) 101 Interchange Plaza, Suite 103, Cranbury, NJ 08512

(Phone Number) / (Fax Number) (603) 626-6272

(email address) sbritton@sbsite.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

SBA Site Management, LLC
(Company) Sean Shinnen

(Signature of Authorized Representative) _____

Sean Shinnen Executive Director Site Management
(Printed Name and Title of Authorized Representative) (Date)

(732) 404-9360
(Phone Number) (Fax Number)

sshinnen@sbsite.com
(Email Address)

REQUEST FOR PROPOSAL

WV Office of Technology

CRFP OOT25*01

available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3.d.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

SBA Site Management, LLC
(Company)

Sean Shinnen Executive Director, Site Management
(Representative Name, Title)

(732) 404-9360
(Contact Phone/Fax Number)

April 3, 2025
(Date)

REQUEST FOR PROPOSAL

WV Office of Technology
CRFP OOT25*01

Exhibit A - Cost Sheet

The total cost score will be based on the quantities represented in this section. Vendors must provide the percentage revenue share for the state. Example: On a 100k lease contracts, State receives 80 percent or 80000, and vendor receives 20 percent or 20000

A	B	SBA plans to share seventy-five percent (75%) of all monthly lease revenues collected from all new and existing wireless tenants installed on WV OOT vertical assets. SBA will retain twenty-five percent (25%) of revenue collected. All shared revenue fees will be provided to the State to be deposited into the Technology Infrastructure Reinvestment Fund.
Description of Service	%	
State Revenue Share	75 %	