



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

# Request for Quotation

RFQ NUMBER  
**DEFK7224**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**JOHN ABBOTT  
 304-558-2544**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**DIV ENGINEERING & FACILITIES  
 LIMITED ARMY AVIATION  
 SUPPORT FACILITY  
 OHIO COUNTY AIRPORT  
 WHEELING, WV  
 26003**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/23/2007				

BID OPENING DATE: **06/20/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>REQUEST FOR QUOTATION</b>						
<p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE ADJUTANT GENERAL'S DIVISION OF ENGINEERING TO PROVIDE ALL LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO REPAIR THE ROOF ON THE ARMY AVIATION SUPPORT FACILITY.</p> <p>ATTACHMENTS: 1. SPECIFICATIONS 2. PURCHASING AFFIDAVIT</p> <p>MANDATORY ON-SITE PRE-BID: THERE WILL BE A MANDATORY PRE-BID HELD JUNE 7, 2007 AT 1:30 PM, LOCATED AT THE ARMY AVIATION SUPPORT FACILITY 2 538 GIRTY'S POINT ROAD WHEELING, WV 26003</p> <p>REGISTRATION: IT IS PREFERRED YOU CONTACT JOHN ABBOTT AT (304) 558-2544 TO ANNOUNCE YOUR ATTENDANCE.</p>						
0001	1	LS		770-26		
<p>ROOF REPAIR AND RELATED WORK</p> <p>EXHIBIT 5</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 90 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

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



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<p><b>PROCEED.</b></p> <p><b>CANCELLATION:</b> THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</p> <p><b>WAGE RATES:</b> THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR OHIO COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p><b>ARBITRATION:</b> ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p><b>WORKERS' COMPENSATION:</b> VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p><b>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</b></p> <p><b>(XX) INSURANCE:</b> SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p><b>( ) BUILDERS RISK INSURANCE:</b> SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.</p>						

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<p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A PERFORMANCE AND LABOR &amp; MATERIAL BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPCTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>(XX) MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS &amp; STEEL IN PUBLIC WORKS PROJECTS</p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES</p>						

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<p>IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE &amp; ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA</p> <p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED</p>						

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<p>TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p> <p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p> <p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.</p> <p>REV. 11/96</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p>						

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ADDENDUM NOS.:						
NO. 1		.....	.....	.....		
NO. 2		.....	.....	.....		
NO. 3		.....	.....	.....		
NO. 4		.....	.....	.....		
NO. 5		.....	.....	.....		
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.						
.....					SIGNATURE	
.....					COMPANY	
.....					DATE	
REV. 11/96						
CONTRACTORS LICENSE						
WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.						

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<p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME: .....</p> <p>CONTRACTORS LICENSE NO.: .....</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p style="text-align: center;">APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULE AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 1/2005</p>						

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<p><b>NOTICE</b></p> <p><b>A SIGNED BID MUST BE SUBMITTED TO:</b></p> <p><b>DEPARTMENT OF ADMINISTRATION</b>  <b>PURCHASING DIVISION</b>  <b>BUILDING 15</b>  <b>2019 WASHINGTON STREET, EAST</b>  <b>CHARLESTON, WV 25305-0130</b></p> <p><b>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</b></p> <p><b>SEALED BID</b></p> <p><b>BUYER: JOHN ABBOTT-----</b></p> <p><b>REQ. NO.: DEFK7224-----</b></p> <p><b>BID OPENING DATE: 6/20/2007-----</b></p> <p><b>BID OPENING TIME: 1:30 PM-----</b></p> <p><b>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</b></p> <p>-----</p> <p><b>PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:</b></p> <p>-----</p>						

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***** THIS IS THE END OF RFQ DEFK7224 ***** TOTAL: _____						

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**REQUEST FOR QUOTATIONS  
WEST VIRGINIA NATIONAL GUARD ARMORY  
HANGAR FACILITY / WHEELING, WV  
SECTION 07500-1**

**PART I GENERAL**

**1.01 DESCRIPTION**

**A. LOW ROOF (HANGAR STORAGE AREA)**

THIS AREA SHALL BE REPAIR ONLY WHICH WILL CONSIST OF AN OVERLAYMENT OF ALL NON FACTORY SEAMS, ALL EDGE DETAIL FLASHING MEMBRANES AND ALL FIELD CURB FLASHING DETAILS ACCORDING TO THE CHOSEN MANUFACTURERES REQUIREMENTS (i.e.CARLISLE SYNTEC OR STATE APPROVED EGUAL). ALSO REMOVE THE EXISTING THE EXISTING GUTTER AND DOWNSPOUT SYSTEM AND INSTALL NEW .060 EPDM AT THE PERIMEMTER EXTENDING 3' ONTO THE ROOF AREA AND STRIP THIS 6" TAPED SEAM WITH 6" P.S. CURED OVERLAYMENT STRIP. THE NEW GUTTER IS TO BA 22 GA. KYNAR FINISHED BOX STYLE WITH HANGERS AND BRACKETS PLACED ACCORDING TO SMACNA REQUIREMENTS. DOWNSPOUTS ARE TO BE 4"X5" SQUARE KYNAR FINISHED TO MATCH GUTTER.

**B. BALLAST AREAS**

INSTALL 2'X2' CONCRETE BALLAST PAVERS ON THE RUNWAY SIDE OF ALL BALLAST EPDM ROOF AREAS TO REDUCE THE SCOURING CAUSED BY HIGH WINDS ON THIS SIDE OF THE FACILITY. ALL ROOF LEVELS ARE TO RECIEVE A 10'X10' SECTION OF PAVERS EXCEPT FOR THE HIGHEST EPDM SECTION ON RUNWAY SIDE OF THE BUILDING. THIS AREA SHALL RECEIVE PAVERS EXTENDING FROM THE ROOF EDGE TO THE INTERIOR WALL AND EXTENDING BACK 20 FEET.

**1.02 QUALITY ASSURANCE**

- A. UPON COMPLETION OF THE INSTALLATION, AN INSPECTION WILL BE CONDUCTED BY THE OWNERS TECHNICAL REPRESENTATIVE TO ASCERTAIN THAT THE ROOFING REPAIRS HAVE BEEN INSTALLED ACCORDING TO SPECIFICATIONS AND MANUFACTURERS REQUIREMENTS.
- B. ANY ROOFING CONTRACTOR BIDDING THIS PROJECT MUST SUBMIT (AT THE OWNERS REQUEST) A LIST OF FIVE (5) SIMILAR SIZE EPDM PROJECTS COMPLETED AT LEAST FIVE (5) YEARS.

### 1.03 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. DELIVER MATERIALS TO THE JOB SITE IN THE ORIGINAL, UNOPENED CONTAINERS LABELED WITH THE MANUFACTURER'S NAME, BRAND NAME AND INSTALLATION INSTRUCTIONS.

JOB SITE STORAGE TEMPERATURES IN EXCESS OF 90° F (32° C) MAY AFFECT SHELF LIFE OF CURABLE MATERIALS (i.e., UNCURED FLASHING, ADHESIVES, SEALANTS, PRIMERS, SPLICE TAPE, POURABLE SEALER AND PRESSURE-SENSITIVE FLASHINGS).

- B. WHEN LIQUID ADHESIVES AND SEALANTS ARE EXPOSED TO LOWER TEMPERATURES, RESTORE TO A MINIMUM OF 60° F (16° C) BEFORE USE.
- C. DO NOT STORE ADHESIVE CONTAINERS WITH OPENED LIDS DUE TO LOSS OF SOLVENT, WHICH WILL OCCUR FROM FLASH OFF.
- D. INSULATION AND UNDERLAYMENT MUST BE STORED SO IT IS KEPT DRY AND IS PROTECTED FROM THE ELEMENTS. STORE INSULATION ON A SKID AND COMPLETELY COVER WITH A BREATHABLE MATERIAL SUCH AS TARP OR CANVAS. IF THE INSULATION IS LIGHTWEIGHT, IT SHOULD BE WEIGHTED TO PREVENT POSSIBLE WIND DAMAGE.
- E. ALL MATERIALS REMOVED AS PART OF ROOFING WORK SHALL BE DISPOSED OF OFF SITE IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL REGULATORY AGENCIES.

## PART 2 PRODUCTS

### 2.01 GENERAL

THE COMPONENTS OF THIS ROOFING SYSTEM ARE TO BE PRODUCTS OF CARLISLE OR STATE APPROVED EQUAL.

### 2.02 MEMBRANE

SURE-SEAL (BLACK) .060 (1.5mm) THICK, MAXIMUM 50 FOOT (15.2 m) WIDE SHEETS FOR BALLAST SYSTEM, NON-REINFORCED EPDM (ETHYLENE, PROPYLENE, DIENE TERPOLYMER) IS TYPICALLY SPECIFIED FOR USE WITH THIS ROOFING SYSTEM. FOR PHYSICAL PROPERTIES OF THE MEMBRANE, REFER TO THE "PRODUCTS" SECTION OF THE CARLISLE TECHNICAL MANUAL.

## 2.03 RELATED MATERIALS

- A. 90-8-30A BONDING ADHESIVE, SPLICE CLEANER, SPLICING CEMENT, IN-SEAM SEALANT, LAP SEALANT, PRIMER, SECURTAPE, UNCURED ELASTOFORM FLASHING, SEAM FASTENING PLATES AND RUSS (WITH THE CORRESPONDING FASTENERS) ARE REQUIRED FOR USE WITH THIS ROOFING SYSTEM.
- B. OTHER PRODUCTS: WALKWAY PADS/ROLLS, PRE-MOLDED PIPE SEALS, CLEAN CURED FLASHING, PRESSURE-SENSITIVE FLASHING, INSIDE/OUTSIDE CORNERS, POURABLE SEALER POCKETS, PRESSURE-SENSITIVE T-JOINT COVERS.

## PART 3 EXECUTION

### 3.01 GENERAL

- A. IT SHALL BE CONTRACTOR'S SOLE RESPONSIBILITY TO INSTALL ROOF SYSTEM TO MEET ALL MANUFACTURER'S CRITERIA FOR THE ROOF SYSTEM SPECIFIED AND TO INSTALL PER MANUFACTURERS SPECIFICATIONS FOR WARRANTY REQUIRED.
- B. FOLLOW CRITERIA OUTLINED IN THE "DESIGN CRITERIA" SECTION OF CARLISLE'S TECHNICAL MANUAL TO PREPARE THE ROOF DECK OR THE SUBSTRATE PRIOR TO THE APPLICATION OF THE NEW ROOFING SYSTEM OR REPAIRS.

### 3.02 INSTALLATION

REFER TO THE "SAFETY" SECTION IN CARLISLE'S TECHNICAL MANUAL AND THE APPLICABLE MATERIAL SAFETY DATA SHEETS FOR APPLICABLE CAUTIONS AND WARNINGS.

### MAINTENANCE BOND

CONTRACTOR AGREES TO FURNISH A MAINTENANCE BOND IN THE AMOUNT OF THE CONTRACT PRICE, GUARANTEEING MAINTENANCE OF THE ROOFING SYSTEM. CONTRACTOR AGREES TO MAINTAIN ROOF SYSTEMS AND RELATED SHEET METAL WORK IN A WATERTIGHT CONDITION FOR A PERIOD OF TWO (2) YEARS FROM DATE OF SUBSTANTIAL COMPLETION.

**REQUEST FOR QUOTATIONS  
WEST VIRGINIA NATIONAL GUARD ARMORY  
HANGAR FACILITY / WHEELING, WV  
SECTION 07500-2**

**PART 1 - GENERAL**

**1.01 SYSTEM DESCRIPTION**

Extent of the Roofing System work is ~~indicated on the drawings and is further~~ defined by provisions of this section, which includes roofing, flashing and reinforcing of joints and junctions, and roof accessories integrally related to roof installation. Areas to be coated include existing metal roofs and all gutters ~~as indicated on drawing.~~ System specification based on TOPCOAT Gold System criteria.

**1.02 SUBMITTALS**

Submit copy of technical product data sheets, installation instructions and samples for each type of required roofing product per manufacturer specification.

**1.03 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Provide primary products, including roofing membrane, flashing grade, fabric, etc., by a single manufacturer (i.e. TOPCOAT, Inc. or approved equal), which has produced this type of product successfully for not less than twenty (20) years. Provide secondary products only as approved by selected manufacturer for use with the specified roofing System.
- B. Installer Qualifications: A single Installer or Firm ("Roofer") shall perform all work addressed in this section, and shall be certified by manufacturer, for installation of the selected roofing System.
- C. Installer Authorization: Installer shall possess written authorization from the product manufacturer, which certifies they are approved for installation of the roofing System.

**1.04 REGULATORY REQUIREMENTS**

- A. FM Listing: Provide roofing System and component materials which have been evaluated by Factory Mutual System for flame-spread and are listed in "Factory Mutual Approval Guide" for Class I construction over existing metal roofing (Flame spread must be in accordance with ASTM #E-108). Provide roof covering materials, bearing FM approval marking on package or container, which indicates that material has been subjected to FM's examination, test procedures, follow-up inspection services and approval.
- B. UL Listing: Provide roofing System and component materials which have been evaluated by Underwriters Laboratories for flame-spread, and are listed in "Underwriters Laboratory Roofing Materials and Systems Directory" for Class A construction over existing metal or other non-combustible roofing (Flame-spread must pass ASTM #E-108 with unlimited slope). Provide roof covering materials, bearing UL approval marking on container, which indicates that material has been subjected to UL's examination, test procedures and follow-up inspection service.

1.05 INSURANCE CERTIFICATES

Assist owner in preparation and submittal of roof installation acceptance certification as may be necessary in connection with extended coverage insurance on roofing and associated work.

1.06 DELIVERY, STORAGE AND PROTECTION

Store and handle materials in a manner, which shall ensure there is no possibility of contamination. Store in a dry, well-ventilated, weather-tight place at temperatures between 50°F and 80°F until product is ready to be applied (keep from freezing). Do not stack material pallets more than two (2) high. Do not subject existing roof to unnecessary loading of stockpiled materials.

1.07 ENVIRONMENTAL CONDITIONS

Proceed with roofing work only when existing and forecasted weather conditions will permit work to be performed in accordance with manufacturer recommendations and guarantee requirements as follows:

- A. Do not begin work if rain is expected within twenty-four hours of application, or if temperatures are expected to fall below 42°F during the duration of the job.
- B. If substrate temperatures exceed 120°F, products should be applied during cooler periods of the day. If this is not practical, the substrate can be cooled with water, and then products applied just after the water has flashed-off

1.08 ENVIRONMENTAL CONDITIONS (Continued)

- A. Taking into consideration the UV curing properties of Roofing Membrane and Flashing Grade, allow for sufficient daylight hours necessary for curing of materials.

1.10 SUBSTRATE CONDITIONS

If any questions arise regarding the compatibility of products with an existing substrate, Installer shall prepare test patches to check adhesion (addressed in Part 3 of this specification). Always contact Manufacturers Technical Department concerning questionable substrates, required additional information and recommended test patch materials.

1.11 GUARANTEE

Provide 10 year labor, 15 year material System Guarantee per the requirement of the Building Owner and/or Project Specifier.

**PART 2 - PRODUCTS**

2.01 ACCEPTABLE MANUFACTURERS

TOPCOAT, Inc. (a subsidiary of GAF Materials Corporation). OR Approved Equal

## 2.02 MATERIALS - GENERAL

- A. Drying Times: Listed drying times for various products are directly affected by environmental conditions and thickness of application. Additional drying time must be allowed when experiencing high relative humidity, low temperatures and/or very thick product application to prevent improper curing and/or product "wash-off". Material requirements are as follows:
- B. Elastomeric Membrane and Accessories: As recommended by the manufacturer to meet the warranty requirements stated in **PART 1** section 1.11.
- C. Fasteners: Self-drilling stitching screws; hex-head, zinc-coated per manufacturer requirements.
- D. Airless Sprayer and Accessories: As recommended by Manufacturer for application of sprayable products.

## PART 3 - EXECUTION

### 3.01 PREPARATION OF SUBSTRATE

- A. Examine Substrates to receive new roofing. Do not proceed with installation of the Roofing System until unsatisfactory conditions have been corrected in a manner acceptable to the manufacturer (i.e. TOPCOAT, Inc.).
- B. Preparation of the Roof Substrate is the responsibility of the Installer. Installer shall address and correct all of the following according to the manufacturer recommendations:
- Treatment of excessive gaps
  - Installation of sheet metal crickets
  - Treatment of ponding water areas
  - Repair of dented / damaged panels
  - Re-tightening and replacement of fasteners
  - Thorough cleaning / Removal of existing paints and coatings
  - Treatment of residual asphalt
  - Treatment of rust areas
  - Priming of pre-finished metal panels
  - Miscellaneous items

### 3.02 APPLICATION AND INSPECTION INFORMATION

- A. Inform OWNER when all preliminary work and flashing details will be complete and the Installer is ready to proceed with application of Roofing Membrane. Allow a minimum of two (2) weeks for the interim inspection to be made by the Owners representative. Any final roofing installation prior to this interim inspection is subject to rejection by the Project Specifier and/or the Owner.
- B. Coating Application(s): Shall be performed as per the manufacturer recommendations for the warranty requirements.



3.03 OTHER ITEMS

- A. Installer shall take photographs of representative roof areas, including detail work, at the following intervals (minimum) and present them to the owner's representative for review:
- Before work commences
  - After roof has been thoroughly cleaned and prepared for application of Roofing System products
  - After all flashing and detail work has been performed
  - After spray application of Roofing Membrane
- C. Installer shall provide the following support for on-site inspections by a representative from Owner and Manufacturer Representative(list is not comprehensive):
- Representative from Installer's company who has authority to make binding decisions.
  - Required means to access all areas of treated roof (e.g., various ladders)
  - Photographs of pervious test patch areas as applicable.
  - Products and application equipment required to repair areas of destructive testing performed by product manufacturer representative if necessary.
- C. Installer shall take special care when moving spray hoses and other equipment on the roof so that flashing work and encapsulated fastener heads are not damaged. Also, all spray equipment shall remain on the ground for the duration of the job.
- D. If there will be an extended period of time (6 months or greater) between application of base and finish coats, recommend use of white for the base coat (versus gray). Also, base coat must be thoroughly cleaned before application of the finish coat.

## **SECTION 07412 METAL SIDING - MASTER SPECIFICATION**

### **For Wheeling Air National Guard Hangar Facility**

#### **PART I - GENERAL REQUIREMENTS**

##### **1.01 DESCRIPTION OF WORK:**

**A. Section Includes:**

The extent of each type of preformed metal siding panel as indicated on the drawings when created and by the provisions of this section. The scope of work includes, but shall not be limited to: preformed metal roof panels, flashing required to weatherproof the system (inside corner, outside corner, drip sill, end wall, j-receiver and other miscellaneous flashing), related accessories necessary for attachment of the wall panel system, all butyl tape and sealant used in conjunction with the wall panel system, and necessary attachment hardware as required to meet the performance standards and complete the roofing enclosure as indicated by Contract Documents.

A-1. Metal Siding manufacturer requires a complete tear-off and removal of existing siding down to substrate and installation of required framing per manufacturer's requirements prior to installation of the metal siding system.

##### **1.02 TYPICAL RELATED SECTIONS:**

- A. Section 05120: Structural Steel Framing
- B. Section 05500: Miscellaneous Metal Fabrication
- C. Section 06100: Rough Carpentry
- D. Section 07210: Building Insulation
- E. Section 07600: Flashing and Sheet Metal
- F. Section 07900: Sealant

##### **1.03 REFERENCES:**

- A. American Iron and Steel Institute (AISI), Specification for the Design of Cold-Formed Steel Structural Members (August 1996).
- B. American Institute of Steel Construction (AISC) Manual of Steel Construction (Current Edition).
- C. American Society for Testing and Materials (ASTM):
  - 1. ASTM A792: Specification for Sheet Steel, Aluminum-Zinc Alloy-Coated by

- the Hot-Dip Process.
  - 2. ASTM E283-91: Test Method for Rate of Air Leakage over Solid Substrate.
  - 3. ASTM E331-93: Test Method for Rate of Water Penetration over Solid Substrate.
  - 4. ASTM E1680-95: Test Method for Rate of Air Leakage over Open Framed Structure.
  - 5. ASTM E1646-95: Test Method for Rate of Water Penetration over Open Framed Structure.
- D. Sheet Metal and Air Conditioning Contractors National Association (SMACNA):
- 1. Architectural Sheet Metal Manual (1987 edition).
- E. MBMA Manual

#### 1.04 SYSTEM DESCRIPTION:

- A. Design Requirements:
- 1. Continuous, one-piece, preformed, prefinished single length siding panels.
  - 2. Panels, fasteners and other components required for specific project conditions.
  - 3. Manufacturer is responsible for providing evidence acceptable to Architect that manufacturer's specified siding system is capable of meeting performance requirements specified.
- B. Thermal Movement:
- 1. Complete metal siding and flashing system shall be capable of withstanding expansion and contraction of components caused by changes in temperature without buckling, producing excess stress on structure, anchors or fasteners, or reducing performance ability.
- C. Performance Requirements:
- 1. Complete metal siding system shall have maximum static pressure air infiltration of 0.046 cfm / square foot with 1.57 psf air pressure differential when tested in accordance with ASTM E283-91 or 0.014 cfm / square foot with 1.57 psf air pressure differential when tested in accordance with ASTM E1680-95.
  - 2. Complete metal siding system shall have no uncontrolled water penetration (dynamic water pressure), other than condensation, when exposed to dynamic rain at 6.24 psf differential static pressure when tested for not less than fifteen (15) minutes in duration in accordance with ASTM E331-93 or ASTM E1646-95.
  - 3. Entire siding system (metal panels, flashing, and penetrations), are to be detailed to provide watertight siding under peak weather conditions.

#### 1.05 SUBMITTALS

- A. Shop Drawings Submittals:
  - 1. Manufacturer of the metal siding system shall provide complete shop drawings in accordance with the requirements specified in Section 01340.
  - 2. Shop drawings must be submitted and returned as acceptable prior to the beginning of product production.
  
- B. Product Data Submittals:
  - 1. Submit manufacturer's detailed product literature including the system profile sheet, system description including: material base-sheet gauge, rib height, rib spacing on-center, finish, and sealant as required.
  - 2. Submit manufacturer's installation guidelines of the specified product.
  - 3. Submit a sample of each type of siding panel, complete with factory finish. In the case where custom color is specified, send a custom color chip for written approval along with a standard color product sample for review.
  
- C. Quality Control Submittals:
  - 1. Submit shop drawings signed by a registered engineer licensed to practice in the State where the project is located certifying the design of the siding system meets the specified performance criteria.

#### 1.06 QUALITY ASSURANCE:

- A. Qualification of installers:
  - 1. Competent and skilled sheet metal applicators familiar with Manufacturer's products, standard details and recommendations. Applicator shall have at least two (2) years experience applying these types of materials with successful completion of projects with similar scope.
  - 2. Installers shall be thoroughly trained and experienced in the necessary crafts and who are completely familiar with and comply with the recommendations and details of the manufacturer and the "Architectural Sheet Metal Manual" published by SMACNA or the MBMA.
  - 3. Installers shall follow the manufacturers' installation details without exception unless written authorization from the manufacturer and architect are provided on an installation detail revision. Detail revision authorization must be made in advance of product installation.
  
- B. Qualification of the product manufacturer:
  - 1. Manufacturer shall be a company specializing in Architectural Sheet Metal Products or Pre-Engineered Structures with at least ten (10) years experience. Being listed as a prequalified manufacturer does not release manufacturer from providing complete, current and acceptable test data for each performance, thermal, and wind load requirement specified for specific profile proposed.
  - 2. Manufacturer shall operate a permanent, full-time, manufacturing facility where the metal siding panels are produced on fixed-based, multi-station

roll forming machines with a minimum of 18 stations and included in the Underwriter's Laboratory field inspection services. These facilities must be currently under inspection at least four times per year by Underwriter's Laboratory personnel to verify compliance that the products fabricated are in accordance with the specifications of the products which were originally tested.

C. Product Substitutions:

1. Substitutions to the specified systems shall be submitted to the Architect no later than fifteen (15) days prior to the official bid date. Acceptance of any substitutions shall be put forth in written addendum within ten (7) days prior to the official bid date.
2. No product substitutions will be permitted without meeting all of the performance criteria set forth in this specification.
3. No product substitutions shall be submitted after the official bid date.

1.07 DELIVERY, STORAGE AND HANDLING

- A. Deliver siding system components to project site in manufacturer's unopened original containers.
- B. Protect siding system components during shipment, storage, handling and erection from mechanical abuse, stains, discoloration and corrosion.
- C. Provide strippable plastic film on all painted surfaces between contact areas to prevent abrasion during shipping, storage and handling (flashings only.)
- D. Store materials off the ground, providing for drainage, under protective cover which allows for air circulation and protection from foreign material contamination, mechanical damage, cement, lime, or other corrosive materials.
- E. Handle materials to prevent damage to surfaces, edges and ends of roofing siding components. Damaged material shall be rejected and removed from site.
- F. Examine materials upon delivery to jobsite. Reject and remove physically damaged, stained or marred material from project site.
- G. Metal siding components with strippable film must not be stored with exposure to direct sunlight.
- H. Stack material to prevent damage and allow for adequate ventilation and drainage.

1.08 SITE CONDITIONS

- A. Determine that work of other trades will not hamper or conflict with necessary fabrication and storage requirements for preformed metal siding system.
- B. Protection:

1. Provide protection or avoid disturbing completed siding surfaces.

#### 1.09 WARRANTIES

- A. Furnish manufacturer's Standard Twenty (20) Year Warranty stating the architectural fluorocarbon coating will:
  1. Not crack, chip, peel or exhibit any other mechanical failure of paint to adhere to the substrate.
  2. Not exhibit fading or color change in excess of five (5) hunter delta E units as determined by ASTM D2244-79.
  3. Not chalk in excess of a numerical rating of eight (8) as determined by ASTM D4214-89
- B. Furnish manufacturer's Standard (20) Year 6 month Limited Galvalume Sheet Material Warranty against rupture, structural failure, or perforation.

### PART 2 - PRODUCT

#### 2.01 MANUFACTURERS:

- A. **Dimensional Metals, Inc (DMI)**
- B. **Approved Equal**
- C. Being listed as a prequalified manufacturer does not release the manufacturer from providing a similar product that meets the performance criteria as listed in this specification. It is the responsibility of the manufacturers to provide evidence of meeting the specification parameters.

#### 2.02 SHEET MATERIALS

- A. Prefinished base sheet material shall be 24 Gauge (.024") Galvalume Aluminum-Zinc Alloy Coated Steel Grade C meeting ASTM A792.
- B. Finish shall be 70% Kynar 500 or Hylar 5000 Fluorocarbon coating, applied on a continuous coil coating line, with top side dry film thickness of 1.1 +/- .01 mil dry film thickness and on the reverse side a wash coat and primer of .04 +/- .01 mil total dry film thickness.
- C. Finish color shall be selected by the architect from the manufacturer's current standard color selection guide. Unless otherwise noted all products shall be of the same finish and color.

#### 2.03 PREFORMED METAL SIDING SYSTEM

- A. **Preformed Metal Panels: Based on the Following Design:**
  - 1. System Name: DMI WPRP (R-Panel)
  - 2. Model Number: WPRP
  - 3. Rib Height: 1.5"
  - 4. High Rib On-center: 12"
  - 5. Panel Coverage: 36"
- B. Ribs shall be fastened and overlapped per manufacturer's testing requirements. Fasteners shall be paint-to-match with EPDM washers.
- C. All exposed adjacent flashing shall be of the same material and finish as the siding panels.
- D. **Closures:**
  - 1. Sill and Eave Closures shall be cell-foam material conforming to the gaps between ribs and adhered to panels at eaves, sills, and corners as necessary for watertight installation.
- E. **Sealant:**
  - 1. Field applied sealant and/or butyl tape shall be as recommended by the manufacturer of the metal roof system.

#### 2.04 FABRICATION

- A. Panels shall be fabricated in permanent fabrication facilities in continuous lengths as required.
- B. Fabricate siding and related sheet metal work in accordance with approved shop drawings and applicable standards set forth in the Sheet Metal and Air Conditioning Contractors National Association - Architectural Sheet Metal Manual (1987 edition) or MBMA Manual.
- C. All siding and sheet metal flashing shall be fabricated in minimum 10'-0" lengths except as noted otherwise. All flashing shall have a minimum 1/2" hemmed edges in exposed locations. Provide field fabricated miters for components that change direction on the project.

### PART 3 - EXECUTION

#### 3.01 INSPECTION:

- A. Examine alignment and placement of building siding structure before proceeding with installation of preformed metal siding.
- B. Examine metal siding substructure before starting installation. Framing must be

clear, clean and smooth, free of depressions, waves, or projections.

- C. Field check dimensions and check support alignment with taut string or wire. Support misalignment may cause additional stresses in the panels and contribute to oil canning.
- D. Do not proceed with installation until conditions are satisfactory. Notify the architect in writing of unsatisfactory conditions.

### 3.02 INSTALLATION:

#### A. General Requirements:

- 1. Install siding and flashing in accordance with approved shop drawings and manufacturer's product data, within specified tolerances.
- 2. Isolate dissimilar metals, masonry and concrete from metal siding system with bituminous coating.

#### B. Preformed Metal Panels:

- 1. Fasten siding panels with fasteners as recommended by the manufacturer as required to meet the performance criteria specified.
- 2. Install sill and eave trim before installing siding panels.
- 3. Erect metal siding with lines, planes, rises and angles sharp and true, and plane surfaces free from objectionable warp, dents, buckle or other physical defects.
- 4. Protect installed roof panels and trim from damage caused by adjacent construction until completion of installation.
- 5. Remove and replace any panels or flashing components that are damaged beyond successful repair.

#### D. Flashing:

- 1. Comply with SMACNA "Architectural Sheet Metal Manual" recommendations or MBMA Manual for installation work where the manufacturer's approved shop drawings do not define a specific detail.
- 2. Hem all exposed edges of sheet metal flashing that are exposed with at least 1/2" fold under.
- 3. Set sheet metal items level, true to line and plumb.
- 4. Secure all metal flashing to wood nailers or metal subframing with screws as indicated on the approved shop drawings.



### 3.03 FIELD QUALITY CONTROL

- A. Tolerances:
  - 1. Applicable erection tolerances: Maximum variation from true planes or lies shall be 1/4" in 20'-0" or 3/8" in 40'-0".
  - 2. Metal siding systems can not correct any previously installed support or wood nailer or metal subframing problems that do not meet the above tolerances.

### 3.04 CLEANING

- A. Clean exposed surfaces of work promptly after completion of installation. To prevent rust from staining the painted finish immediately remove filings produced by drilling or cutting.
- B. Clean siding in accordance with manufacturer's recommendations.
- C. Touch up minor abrasions and scratches in finish with air-dry Fluoropolymer pens.
- D. Remove all scrap and construction debris from the site.

**END OF SECTION**

**AMENDMENT 1  
WEST VIRGINIA NATIONAL GUARD ARMORY  
HANGAR FACILITY / WHEELING, WV  
SECTION 07500-1 AND 2**

**1.01 DESCRIPTION**

**A. LOW ROOF (HANGAR STORAGE AREA)**

THE BLOCK WALL IN THIS AREA SHALL BE REPAIR WHICH WILL CONSIST OF AN OVERLAYMENT OF GAF 2 COAT / WALLCOTE EXTERIOR WALL PROTECTION MATERIAL OR EQUAL.

**1.02 QUALITY ASSURANCE**

- A. UPON COMPLETION OF THE INSTALLATION, AN INSPECTION WILL BE CONDUCTED BY THE OWNERS TECHNICAL REPRESENTATIVE TO ASCERTAIN THAT THE REPAIRS HAVE BEEN INSTALLED ACCORDING TO MANUFACTURERS REQUIREMENTS FOR A 2 COAT RESTORATION PRODUCT.
- B. ANY CONTRACTOR BIDDING THIS PROJECT MUST SUBMIT (AT THE OWNERS REQUEST) A LIST OF SIMILAR PROJECTS COMPLETED AT LEAST FIVE (5) YEARS.

**3.02 INSTALLATION**

REFER TO THE TOPCOAT WALLCOAT SYSTEMS SPECIFICATION MANUAL AND THE APPLICABLE MATERIAL SAFETY DATA SHEETS FOR APPLICABLE INSTALLATION INSTRUCTIONS, GUIDELINES, CAUTIONS AND WARNINGS FOR APPLICATION OF A **10 YEAR** WARRANTY SYSTEM.

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** 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 the debt owned is an amount greater than one thousand dollars in the aggregate

**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.

“Debtor” means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. “Political subdivision” means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. “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 exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

**LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State’s Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency’s policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor’s Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_