



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
DNR80214

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUTCH CHITTUM
304-558-8806

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF NATURAL RESOURCES
 PARKS & RECREATION SECTION
 BUILDING 3, ROOM 719
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0662 304-558-2775

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/29/2007				
BID OPENING DATE: 06/13/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		961-34		
<p>FINANCIAL FEASIBILITY STUDY FOR LODGE EXPANSION</p> <p>PROFESSIONAL SERVICES PURSUANT TO DEVELOPING A FUNDING PLAN TO CONSTRUCT A 100 ROOM LODGE EXPANSION AT CACAPON RESORT STATE PARK PER THE ATTACHED SPECIFICATIONS.</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 PROCEED.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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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.

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>QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR</p>						

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<p>SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p style="text-align: right;">BIDDER: -----</p>						

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<p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: BUTCH CHITTUM 44</p>						

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				DNR80214		
				BID OPENING DATE:		06/13/2007
				BID OPENING TIME:		1:30 P.M.
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						

CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ DNR80214 ***** TOTAL: _____						

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Project: Cacapon State Park Lodge Expansion

Provide professional services pursuant to developing a funding plan to construct a 100 room lodge expansion at Cacapon Resort State Park.

Vendor must have a minimum of five years experience providing market feasibility and financial projections. Vendor should provide references or documentation to verify required experience. Experience with state park lodge expansion or like facility preferred.

General terms and conditions

- Payment may only be made after the delivery of all goods or services
- The State is exempt from Federal and State taxes and will not pay for or reimburse such taxes

Deliverables

- Documents and compact disc containing local area and region analysis, lodging market (supply and demand) analysis, and financial analysis (pro-forma) the to be delivered to Steve DeBarr, P.E. by mail at WVDNR, State Capitol Complex, Building 3 Room 719, Charleston, WV 25305.
- Furnish one intermediate set of documents and compact disc for 50% review, one intermediate set and compact disc for 90% review, and one final set of documents and compact disc.
- Document to be prepared using Microsoft Word.

Completion date

- Final report to be delivered by 90 calendar days after date of notice to proceed.

Scope of Work Required**Objective**

1. provide a document to be used to gain an adequate level of confidence by other entities in the project's success
2. provide a document to be used to obtain financing for development and construction

General

1. feasibility study to be neutral and objective
2. sources and assumptions to be documented
3. limitations to be noted and explained

Local area and region analysis-compile data to analyze the economic climate in the local area and draw conclusions regarding the suitability of the local area to support an additional resort lodging facilities

1. analyze local area growth trends in population, demographics, employment, income, residential and commercial construction, highway construction
2. analyze local area growth trends in new business development
3. analyze local municipal and county government revenue generated from business and occupation tax
4. analyze local area major public and private facilities including schools, hospitals, manufacturing, transportation, government
5. analyze local area travel and visitor traffic
6. analyze local area points of natural and historic interest
7. assess the location of the proposed lodging with respect to its location within the local area and region

Lodging market (supply and demand) analysis-compile data necessary to assess the present demand for guest rooms and other hotel, resort, and restaurant related services and assess future growth rates for applicable market segments

1. identify other similar types of lodging facilities located within the local area and region
2. determine future growth and expansion plans of similar types of lodging facilities within the local area and region

3. identify the type of market segments to be targeted ie business convention and seminar, other groups, travelers, vacation and tourists, local
4. identify the present market and growth trends of each market segment
5. estimate the growth potential of each market segment based on growth trends
6. determine the occupancy of existing similar types of lodging facilities located within the local area and region and the ratio of each market segment as a portion of the total occupancy
7. analyze the booking and occupancy history of the existing park lodge and determine the ratio of each market segment as a portion of the total occupancy
8. analyze the history of bookings lost at the existing park lodge and assess the reason for lost bookings i.e. full house, existing facilities too small to accommodate group
9. estimate total demand for lodging in local area and estimate the proportion of total for each market segment
10. estimate the fair market share for the proposed resort lodging facility
11. analyze the affect on fair market share for each market segment regarding sensitivity due to pricing, weekends vs. weekday, seasonality, growth rates, market penetration, inflation

Financial analysis (pro-forma)-estimate revenue and expenses from operation and maintenance over a stipulated time period to show potential cash flow

1. estimate revenue based on fair market share generated by sales from each profit center i.e. guest rooms, food and beverage, conference room rental, gift shop, massage center, other
2. estimate maintenance and operation expenses i.e. labor and supplies for management, administration, housekeeping, security, maintenance, operation, food and beverage, custodial, spa and message, pool, building and grounds, advertising, other
3. based on estimate of construction, FFE, and pre-opening costs (prepared by others under a separate architectural/ engineering contract), estimate annual debt service expense for money financed for a given interest rate
4. prepare forecast of annual net operating income over stipulated time period and calculate ratio of revenue generated/expenses (debt service ratio)

Information to be furnished by Owner

1. historical data of guestroom sales for past five years
2. historical data describing demographics and home residence of guests for past five years
3. historical data describing, size, type, demographics, home residence of groups sales of guest rooms and conference room space for past five years

Information to be furnished by Owner – conceptual planning of proposed facilities

1. number and mix of guest rooms proposed
2. improvements to kitchen and dining room proposed
3. indoor swimming pool , spa, fitness center proposed
4. other revenue producing facilities
5. golf course miscellaneous improvements proposed
6. modifications to existing lodge facilities proposed
7. improvements to grounds and parking proposed
8. improvements to infrastructure necessary to support the development such as water, sewer, and electric
9. general program of spaces for each in sufficient detail commensurate with conceptual plan
10. conceptual plan of each component
11. estimate of construction cost of each component based on conceptual plan
12. estimate cost of furniture, fixtures, and equipment based on conceptual plan
13. estimate cost of pre-opening materials, fixtures, tools, and equipment based on conceptual plan

14. estimate cost for technical services such as architect/engineer services
15. project budget by compiling estimates into a matrix format subdivided into major tasks and components
16. project timeline from concept to completion using matrix format subdivided into major tasks and components

Background Information (for information only)

The conceptual development program and budget is as follows:

100 ROOM LODGE ADDITION

ITEM	REMARKS	QUANTITY	UNITS	UNIT COST	COST
BUILDING	Provide 100 guest rooms, common space, elevator, building construction, site grading, minimal landscaping. Basic room to be approximately 350 square feet and with resort style finishes. Suites to be larger and include additional amenities. Adequate number of rooms with in room gas fireplace and decks.	100	ROOMS	\$ 90,000	\$ 9,000,000
CORRIDOR LINK TO EXISTING	Connecting corridor between existing lodge and new facility to provide transitional space between facilities.	800	SF	\$125	\$100,000
PARKING EXPANSION	Grading, drainage, curbs, and paving for expanded parking lot and improvements to existing lot.	100	CARS	\$5,000	\$500,000
FURNITURE/ FIXTURE/ EQUIPMENT	Provide beds, furniture, televisions, etc required to furnish rooms.	100	ROOMS	\$4,000	\$400,000
SPRINKLER EXISTING BUILDING	Install sprinkler pipe system required by Fire Marshall in existing lodge.	40000	SF	\$5	\$200,000
A/E FEE		1	LS	\$1,100,000	\$1,100,000
TOTAL					\$11,300,000

LODGE FITNESS CENTER

ITEM	REMARKS	QUANTITY	UNITS	UNIT COST	COST
BUILDING	Fitness area with tread mills, aerobic machines such as bicycles, elliptical orbiters, etc, and weight machines. Includes gunite finished 8 person hot tub and approximately 1000 sf gunnite pool. Install message rooms and sauna. Includes building construction and FFE.	8000	SF	\$200	\$1,600,000
LINK CORRIDOR	Connecting corridor between existing lodge and new facility to provide transitional space between facilities.	800	SF	\$125	\$100,000
A/E FEE		1	LS	\$150,000	\$150,000
TOTAL					\$1,850,000

EXISTING DINING ROOM/ KITCHEN EXPANSION

ITEM	REMARKS	QUANTITY	UNITS	UNIT COST	COST
BUILDING	Expand dining room and kitchen into patio area toward golf course using window wall to take advantage of golf course views. Provides additional seating capacity in dining room and additional floor space for kitchen. Provide area for lounge adjacent to dining room.	3000	SF	\$100	\$300,000
HVAC UPGRADE	Replace stand up air conditioning units.	1	LS	\$100,000	\$100,000
KITCHEN EQUIPMENT UPGRADE	Replace, upgrade, and improve existing kitchen equipment and kitchen layout for efficiency and as needed to provide service to larger dining room.	1	LS	\$100,000	\$100,000
OUTDOOR DINING	Provide patio and amenities for outdoor dining when weather permits to take advantage of golf course views.	2000	SF	\$50	\$100,000
FURNITURE/ FIXTURE/ EQUIPMENT	Provide tables, chairs, etc required to furnish room.	1	LS	\$50,000	\$50,000
A/E FEE		1	LS	\$50,000	\$50,000
TOTAL					\$700,000

GOLF COURSE IMPROVEMENTS

ITEM	REMARKS	QUANTITY	UNITS	UNIT COST	COST
IMPROVEMENTS	Install drainage improvements, renovate sand bunkers, improve and renovate tees and greens, and other improvements to be determined necessary to upgrade the course to resort level and commensurate with Robert Trent Jones design.	1	LS	\$ 900,000	\$ 900,000
A/E FEE		1	LS	\$100,000	\$100,000
TOTAL					\$1,000,000

WATER/ SEWER IMPROVEMENTS

ITEM	REMARKS	QUANTITY	UNITS	UNIT COST	COST
WELL	Provide additional water source to assure adequate water capacity to accommodate increased water usage. Necessary due to history of existing wells and past well failure.	1	LS	\$300,000	\$300,000
STORAGE TANK	Provide minimum of three days storage.	150000	GAL	\$1.50	\$225,000
SEWAGE TREATMENT PLANT	Provide additional treatment capacity due to increased flows from expanded facilities. Includes additional aerobic treatment plants and relocated sand filters.	25000	GPD	\$15	\$375,000
A/E FEE		1	LS	\$100,000	\$100,000
TOTAL					\$1,000,000

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 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: _____