



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
SBA10033

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

SCHOOL BUILDING AUTHORITY  
 2300 KANAWHA BOULEVARD EAST  
  
 CHARLESTON, WV  
 25311 304-558-2541

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/07/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		906-78		
<p>SCHOOL SAFETY &amp; VULNERABILITY ASSESSMENTS</p> <p>REQUEST FOR PROPOSAL (RFP)</p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA SCHOOL BUILDING AUTHORITY, IS SOLICITING PROPOSALS FOR SCHOOL SAFETY AND VULNERABILITY ASSESSMENTS FOR ALL SCHOOLS LOCATED IN THE STATE OF WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID WILL BE HELD ON JUNE 2, 2010 AT 10:30 AM IN THE CONFERENCE ROOM OF BUILDING #15 LOCATED AT 2019 WASHINGTON STREET EAST IN CHARLESTON, WV. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
5. Payment may only be made after the delivery and acceptance of goods or services
6. Interest may be paid for late payment in accordance with the *West Virginia Code*
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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ADDRESS CORRESPONDENCE TO ATTENTION OF:
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VENDOR

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SHIP TO

SCHOOL BUILDING AUTHORITY  
 2300 KANAWHA BOULEVARD EAST  
  
 CHARLESTON, WV  
 25311 304-558-2541

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/07/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFP, VIA FAX AT 304-558-4115, OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. QUESTIONS WHICH VENDORS WISH TO HAVE ADDRESSED DURNING THE PRE-BID MEETING MUST BE SUBMITTED NO LATER THAN FRIDAY, MAY 28, 2010 AT THE CLOSE OF BUSINESS. AFTER THE PRE-BID MEETING VENDORS MAY SUBMIT ADDITIONAL QUESTIONS. ALL TECHNICAL QUESTIONS MUST BE SUBMITTED NO LATER THAN JUNE 9, 2010 AT THE CLOSE OF BUSINESS. TECHNICAL QUESTIONS RECEIVED BOTH PRIOR TO AND AFTER THE PRE-BID MEETING WILL BE ANSWERED BY FORMAL ADDENDUM ISSUED BY THE PURCHASING DIVISION AFTER THIS DEADLINE HAS LAPSED.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: .....</p> <p>ADDENDUM ACKNOWLEDGEMENT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**3**

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**KRISTA FERRELL**  
**304-558-2596**

VENDOR

RFQ COPY  
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SHIP TO

**SCHOOL BUILDING AUTHORITY**  
**2300 KANAWHA BOULEVARD EAST**  
  
**CHARLESTON, WV**  
**25311**                      **304-558-2541**

DATE PRINTED <b>05/07/2010</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: <b>06/30/2010</b>				

BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<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> <p>ADDENDUM NO.'S:</p> <p>NO. 1 .....</p> <p>NO. 2 .....</p> <p>NO. 3 .....</p> <p>NO. 4 .....</p> <p>NO. 5 .....</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF TH ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <p style="text-align: center;">..... SIGNATURE ..... COMPANY ..... DATE</p>						

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	2300 KANAWHA BOULEVARD EAST
	CHARLESTON, WV
	25311 304-558-2541

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF THREE (3) YEARS OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM</p>						

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DATE PRINTED 05/07/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p>WORKER'S COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKER'S COMPENSATION IF SUCCESSFUL.</p> <p>INSURANCE: THE VENDOR SHALL FURNISH PROOF OF COMMERCIAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. THE AMOUNT FOR SAID INSURANCE IS A MINIMUM OF \$1,000,000.00.</p> <p>BONDS:</p> <p>BID BOND: A BID BOND IN THE AMOUNT OF \$50,000.00 PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE</p>						

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	CHARLESTON, WV 25311
	304-558-2541

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/07/2010				

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<p>SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL VENDOR SHALL ALSO FURNISH A PERFORMANCE BOND FOR \$1,000,000.00. 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 BOND WILL ONLY BE ACCEPTED FOR PROJECTS UNDER \$100,000.00. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPTABLE IN LIEU OF THE BID BOND OR PERFORMANCE BOND REQUIRED.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED PROPOSAL MUST BE SUBMITTED TO:</p> <p style="margin-left: 40px;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE PROPOSAL SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE PROPOSAL MAY NOT BE CONSIDERED.</p> <p>SEALED PROPOSAL</p> <p>BUYER: KRISTA FERRELL-FILE 21</p> <p>RFP. NO.: SBA10033</p> <p>TECHNICAL PROPOSAL OPENING DATE: 06/30/2010</p>						

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 Department of Administration  
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 Charleston, WV 25305-0130

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SHIP TO	SCHOOL BUILDING AUTHORITY 2300 KANAWHA BOULEVARD EAST
	CHARLESTON, WV 25311
	304-558-2541

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/07/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TECHNICAL PROPOSAL OPENING TIME: 1:30 PM</p> <p>COST PROPOSAL OPENING WILL BE SCHEDULED AFTER THE EVALUATION OF THE TECHNICAL PROPOSALS. VENDORS WILL BE NOTIFIED OF THIS DATE AND TIME.</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR PROPOSAL:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----</p> <p>***** THIS IS THE END OF RFQ SBA10033 ***** TOTAL: _____</p>						

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# REQUEST FOR PROPOSAL

## School Building Authority of WV

### PART 1 GENERAL INFORMATION, TERMS AND CONDITIONS

#### 1.1 Purpose:

The Acquisition and Contract Administration Section of the Purchasing Division, hereinafter referred to as "State", is soliciting proposals on behalf of the School Building Authority of West Virginia, hereinafter referred to as "Agency", to provide Vulnerability Analysis and Mapping Services. This solicitation serves as notice, pursuant to West Virginia Code §5A-3-10b, of the commodity or service being sought and is to be considered the opportunity for vendors to indicate their interest in bidding on such commodity or service

#### 1.2 Project:

The mission or purpose of this project is to perform School Safety Assessments, provide suggested improvements for enhancing school safety, provide technical support to school administrator and others to enhance the safety and security of WV schools, and to support the effort to digitally "map" all public schools in the State of West Virginia. The Agency is desirous of soliciting proposals from qualified vendors who can meet all necessary security and capability requirements to assist the State in developing and implementing a comprehensive program that will conduct assessments, complete Automated Critical Asset Management System (ACAMS) data collection and entry, and complete the acquisition of safety data on all school facilities in the state

#### 1.3 RFP Format:

This RFP has four parts. "Part 1" contains general information, terms and conditions; "Part 2" describes the background and working environment of the project; "Part 3" is a statement of the specifications for the services requested pursuant to this RFP, contractual requirements, and special terms and conditions; and "Part 4" explains the required format of the Bidder's response to the RFP, the evaluation criteria the State will use in evaluating the proposals received and how the evaluation will be conducted.

#### 1.4 Inquiries:

Additional information inquiries regarding specifications of this RFP must be submitted in writing to the State Buyer with the exception of questions regarding the proposal submission which may be oral. The deadline for written inquiries is identified in the Schedule of Events, Section 1.16 All inquiries of specification clarification must be addressed to:

Krista Ferrell, Buyer Supervisor-File 21  
Purchasing Division  
2019 Washington Street, East  
P O Box 50130  
Charleston, WV 25305-0130  
Phone: (304) 558-2596  
Fax: (304) 558-4115  
Email: Krista.s.ferrell@wv.gov

The vendor, or anyone on the vendor's behalf, is not permitted to make any contact whatsoever with any member of the evaluation committee. Violation may result in rejection of the bid. The State Buyer named above is the sole contact for any and all inquiries after this RFP has been released.

**1.5 Vendor Registration:**

Vendors participating in this process should complete and file a *Vendor Registration and Disclosure Statement* (Form WV-1) and remit the registration fee. Vendor is not required to be a registered vendor in order to submit a proposal, but the **successful bidder must** register and pay the fee prior to the award of an actual purchase order or contract.

**1.6 Oral Statements and Commitments:**

Vendor must clearly 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 Request for Proposal specifications file by an official written addendum are binding.

**1.7 Economy of Preparation:**

Proposals should be prepared simply and economically, providing a straightforward, concise description of Vendor's abilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

**1.8 Labeling of RFP Sections:**

The sections within this RFP contain instructions governing how the Vendor's proposal is to be arranged, submitted and to identify the material to be included therein.

*1.8.1 Mandatory Requirements.*

Any specification or statement containing the word "must", "shall", or "will" are mandatory. Section 3 contains mandatory deliverables required upon contract execution. By signing and submitting a response to this RFP, the vendor agrees to all mandatory deliverables described herein. Section 4 describes RFP response requirements, which may be mandatory. The vendor is required to meet all mandatory requirements in order to be eligible for consideration and to continue in the evaluation process. Failure to meet or agree to mandatory items shall result in disqualification of the Vendor's proposal and the evaluation process will be terminated for that vendor. Decisions regarding compliance with any mandatory requirement shall be at the sole discretion of the State.

*1.8.2 Contract Terms and Conditions:*

This Request for Proposals contains all the contractual terms and conditions under which the State of West Virginia will enter into a contract.

*1.8.3 Informational Sections:*

All non-mandatory information specifications do not require a response from the Vendor. They are intended to aid the vendor in structuring an effective proposal capable of meeting the needs of the issuing agency.

**1.9 Proposal Format and Submission:**

1.9.1 Each proposal should be formatted as per the outline in Part 4 of this RFP. No other arrangement or distribution of the proposal information may be made by the bidder. Failure on the part of the bidder to respond to specific requirements detailed in the RFP may

be the basis for disqualification of the proposal. The State reserves the right to waive any informality in the proposal format and minor irregularities.

1.9.2 State law requires that the original technical and cost proposal be submitted to the Purchasing Division. All proposals must be submitted to the Purchasing Division **prior** to the date and time stipulated in the RFP as the opening date. All bids will be dated and time stamped to verify official time and date of receipt.

1.9.3 Vendors mailing proposals should allow sufficient time for mail delivery to ensure timely arrival. In accordance with West Virginia Code §5A-3-11, the Purchasing Division cannot waive or excuse late receipt of a proposal which is delayed and late for any reason. Any proposal received after the bid opening date and time will be immediately disqualified in accordance with State law and the administrative rules and regulations.

**Vendors responding to this RFP shall submit:**

One original technical and cost response plus (10) convenience copies to:

Purchasing Division  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130

The outside of the envelope or package(s) should be clearly marked:

Buyer: Krista Ferrell-File 21  
Req#: SBA10033  
Opening Date: June 30, 2010  
Opening Time: 1:30 pm

**1.9.4. Best Value Purchasing Standard Format**

All Requests for Proposals should follow the standard format defined by the Purchasing Division. This format addresses required areas and enables the agency to modify the background and scope of work to meet its needs.

*1.9.4.1 Evaluation Criteria:* All evaluation criteria must be clearly defined in the specifications section and based on a 100 point total score. Based on a 100 point total, cost shall represent a minimum of 30 of the 100 total points in the criteria.

*1.9.4.2 Proposal Format and Content:* Proposals shall be requested and received in two distinct parts: Technical and Cost. The cost portion shall be sealed in a separate envelope and will not be opened initially.

*1.9.4.3 Technical Bid Opening:* The Purchasing Division will open only the technical proposals on the date and time specified in the Request for Proposal. The Purchasing Division representative will read aloud the names of those who responded to the solicitation. The Purchasing Division Buyer will confirm that the original packages contain a separately sealed cost proposal prior to providing the courtesy copies to the agency to begin the evaluation process.

*1.9.4.4 Technical Evaluation:* The pre-selected, approved evaluation committee will review

the technical proposals, deduct appropriate points for deficiencies and make a final written consensus recommendation to the Purchasing Division Buyer. If the Buyer approves the committee's recommendation, the technical evaluation will be forwarded to an internal review committee within the Purchasing Division.

1.9.4.5 *Cost Bid Opening*: Upon approval of the technical evaluation from the internal review committee, the Purchasing Division shall schedule a time and date to publicly open and read aloud the cost proposals. The agency and the vendors shall be notified of this date.

1.9.4.6 *Cost Evaluation and Resident Vendor Preference*: The evaluation committee will review the cost proposals, assign appropriate points and make a final consensus recommendation to the Purchasing Division. In accordance with West Virginia Code §5A-3-37, the Purchasing Division will make the determination of the Resident Vendor Preference, if applicable. Resident Vendor Preference provides an opportunity for qualifying vendors to request at the time of bid preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. A certificate of application is used to request this preference. A West Virginia vendor may be eligible for two 2.5% preferences in the evaluation process.

1.9.4.7 *Contract Approval and Award*: After the cost proposals have been opened, the evaluation committee completes its review and prepares the final evaluation making its recommendation for contract award based on the highest scoring vendor. The final evaluation is submitted to the Purchasing Division buyer. Once approved by the buyer, the final evaluation must be reviewed and approved by the Purchasing Division internal review committee. The contract is prepared and signed in the Purchasing Division, forwarded to the Attorney General's Office for approval as to form, encumbered and mailed to the appropriate parties.

**1.10 Rejection of Proposals:**

The State shall select the best value solution according to the evaluation criteria. However, the State reserves the right to accept or reject any or all proposals, in part or in whole at its discretion. The State reserves the right to withdraw this RFP at any time and for any reason. Submission of, or receipt by the State of proposals confers no rights upon the bidder nor obligates the State in any manner.

A contract based on this RFP and the Vendor's proposal, may or may not be awarded. Any contract resulting in an award from this RFP is not valid until properly approved and executed by the Purchasing Division and approved as to form by the Attorney General.

**1.11 Incurring Costs:**

The State and any of its employees or officers shall not be held liable for any expenses incurred by any bidder responding to this RFP for expenses to prepare, deliver the proposal, or to attend any mandatory pre-bid meeting or oral presentations.

**1.12 Addenda:**

If it becomes necessary to revise any part of this RFP, an official written addendum will be issued by the State to all bidders of record.

**1.13 Independent Price Determination:**

A proposal will not be considered for award if the price in the proposal was not arrived at

independently without collusion, consultation, communication or agreement as to any matter relating to prices with any competitor unless the proposal is submitted as a joint venture.

**1.14 Price Quotations:**

The price(s) quoted in the bidder's proposal will not be subject to any increase and will be considered firm for the life of the contract unless specific provisions have been provided for adjustment in the original contract.

**1.15 Public Record:**

*1.15.1 Submissions are Public Record*

All documents submitted to the State Purchasing Division related to purchase orders or contracts are considered public records. All bids, proposals or offers submitted by bidders shall become public information and are available for inspection during normal official business hours in the Purchasing Division Records and Distribution center after the bid opening.

*1.15.2 Written Release of Information.*

All public information may be released with or without a Freedom of Information request, however, only a written request will be acted upon with duplications fees paid in advance. Duplication fees shall apply to all requests for copies of any document. Currently the fees are \$0.50/page, or a minimum of \$10.00 per request whichever is greater.

*1.15.3 Risk of Disclosure*

The only exemptions to disclosure of information are listed in West Virginia Code §29B-1-4. Primarily, only trade secrets, as submitted by a bidder, are exempt to public disclosure. The submission of any information to the State by a vendor puts the risk of disclosure on the vendor. The State does not guarantee non-disclosure of any information to the public.

**1.16 Schedule of Events:** (Dates to be set upon mutually agreed upon (TBA) after submission and approval of the RFP by Purchasing. Events not required may be deleted).

Release of the RFP	05/14/2010
Vendor's Written Questions Submission Deadline.	06/09/2010
Mandatory Pre-bid Conference	06/02/2010
Addendum Issued (week of)	06/16/2010
Bid Opening Date	06/30/2010
Oral Presentation	TBD

**1.17 Mandatory Pre-bid Conference:**

A mandatory pre-bid conference shall be conducted on the date specified above at 10:30 am. Said conference will be held in the Conference Room of Building #15 located at 2019 Washington Street East in Charleston, WV. **All interested bidders are required to be present at this meeting. Failure to attend the mandatory pre-bid conference shall automatically result in disqualification. No one person can represent more than one vendor.**

**1.18 Purchasing Affidavit:**

West Virginia Code §5A-3-10a requires that all bidders submit an affidavit regarding any debt owed to the State. The affidavit must be signed and submitted prior to award. It is preferred that the affidavit be submitted with the proposal.

## 1.19 General Terms and Conditions:

By signing and submitting its proposal, the successful Vendor agrees to be bound by all the terms contained in this RFP.

### 1.19.1 *Conflict of Interest:*

Vendor affirms that it, its officers or members or employees presently have no interest and shall not acquire any interest, direct or indirect, which would conflict or compromise in any manner or degree with the performance or its services hereunder. The Vendor further covenants that in the performance of the contract, the Vendor shall periodically inquire of its officers, members and employees concerning such interests. Any such interests discovered shall be promptly presented in detail to the Agency

### 1.19.2 *Prohibition Against Gratuities:*

Vendor warrants that it has not employed any company or person other than a bona fide employee working solely for the vendor or a company regularly employed as its marketing agent to solicit or secure the contract and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the contract.

For breach or violation of this warranty, the State shall have the right to annul this contract without liability at its discretion or to pursue any other remedies available under this contract or by law.

### 1.19.3 *Certifications Related to Lobbying:*

Vendor certifies that no federal appropriated funds have been paid or will be paid, by or on behalf of the company or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any Federal entity, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Vendor shall complete and submit a disclosure form to report the lobbying.

Vendor agrees that this language of certification shall be included in the award documents for all sub-awards at all tiers, including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements, and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this contract was made and entered into

### 1.19.4 *Vendor Relationship:*

The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created

by the parties to this contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents.

Vendor shall be responsible for selecting, supervising and compensating any and all individuals employed pursuant to the terms of this RFP and resulting contract. Neither the Vendor, nor any employees or contractors of the vendor, shall be deemed to be employees of the State for any purposes whatsoever.

Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, and licensing fees, etc. and the filing of all necessary documents, forms and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns.

The Vendor shall not assign, convey, transfer or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the Agency.

*1.19.5 Indemnification:*

The Vendor agrees to indemnify, defend and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials or supplies in connection with the performance of the contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use or disposition of any data used under the contract in a manner not authorized by the contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees or subcontractors to observe State and Federal laws, including but not limited to labor and wage laws.

*1.19.6 Contract Provisions:*

After the successful Vendor is selected, a formal contract document will be executed between the State and the Vendor. In addition, the RFP and the Vendor's response will be included as part of the contract by reference. The order of precedence is the contract, the RFP and the Vendor's proposal in response to the RFP.

*1.19.7 Governing Law:*

This contract shall be governed by the laws of the State of West Virginia. The Vendor further agrees to comply with the Civil Rights Act of 1964 and all other applicable laws and regulations, Federal, State and Local Government.

*1.19.8 Compliance with Laws and Regulations:*

The vendor shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State or municipal, along with all regulations, and ordinances of any

regulating body.

The Vendor shall pay any applicable sales, use or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment, or services delivered pursuant here to shall be borne by the contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this contract.

*1.19.9 Subcontracts/Joint Ventures:*

The Vendor is solely responsible for all work performed under the contract and shall assume prime contractor responsibility for all services offered and products to be delivered under the terms of this contract. The State will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with the prior written consent of the State, enter into written subcontracts for performance of work under this contract; however, the vendor is totally responsible for payment of all subcontractors.

*1.19.10 Term of Contract & Renewals:*

This contract will be effective (date set upon award) and shall extend for the period of three (3) years, at which time the contract may, upon mutual consent, be renewed. Such renewals are for a period of up to one (1) year, with a maximum of two (2) one year renewals, or until such reasonable time thereafter as is necessary to obtain a new contract. The "reasonable time" period shall not exceed twelve (12) months.

Any change in Federal or State law, or court actions which constitute binding precedent in West Virginia, and which significantly alters the Vendor's required activities or any change in the availability of funds, shall be viewed as binding and shall warrant good faith renegotiation of the compensation paid to the Vendor by the Agency and of such other provisions of the contract that are affected. If such renegotiation proves unsuccessful, the contract may be terminated by the State upon written notice to the Vendor at least thirty (30) days prior to termination of this contract.

*1.19.11 Non-Appropriation of Funds:*

If the Agency is not allotted funds in any succeeding fiscal year for the continued use of the service covered by this contract by the West Virginia Legislature, the Agency may terminate the contract at the end of the affected current fiscal period without further charge or penalty. The Agency shall give the vendor written notice of such non-allocation of funds as soon as possible after the Agency receives notice. No penalty shall accrue to the Agency in the event this provision is exercised.

*1.19.12 Contract Termination:*

The State may terminate any contract resulting from this RFP immediately at any time the Vendor fails to carry out its responsibilities or to make substantial progress under the terms of this RFP and resulting contract. The State shall provide the Vendor with advance notice of performance conditions which are endangering the contract's continuation. If after such notice the Vendor fails to remedy the conditions contained in the notice, within the time period contained in the notice, the State shall issue the Vendor an order to cease and desist any and all work immediately. The State shall be obligated only for services rendered and accepted prior to the date of the notice of termination.

The contract may also be terminated by the State with thirty (30) days prior notice.



#### 1.19.13 *Changes:*

If changes to the original contract become necessary, a formal contract change order will be negotiated by the State, the Agency and the Vendor, to address changes to the terms and conditions, costs of work included under the contract. An approved contract change order is defined as one approved by the Purchasing Division and approved as to form by the West Virginia Attorney General's Office, encumbered and placed in the U.S. Mail prior to the effective date of such amendment. An approved contract change order is required whenever the change affects the payment provision or the scope of the work. Such changes may be necessitated by new and amended Federal and State regulations and requirements.

As soon as possible after receipt of a written change request from the Agency, but in no event more than thirty (30) days thereafter, the Vendor shall determine if there is an impact on price with the change requested and provide the Agency a written statement to identifying any price impact on the contract or to state that there is no impact. In the event that price will be impacted by the change, the Vendor shall provide a description of the price increase or decrease involved in implementing the requested change.

**NO CHANGE SHALL BE IMPLEMENTED BY THE VENDOR UNTIL SUCH TIME AS THE VENDOR RECEIVES AN APPROVED WRITTEN CHANGE ORDER.**

#### 1.19.14 *Invoices, Progress Payments, & Retainage:*

The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To" pursuant to the terms of the contract. Progress payments may be made at the option of the Agency on the basis of percentage of work completed if so defined in the final contract. Any provision for progress payments will also include language for a minimum 10% retainage until the final deliverable is accepted.

If progress payments are permitted, Vendor is required to identify points in the work plan at which compensation would be appropriate. Progress reports must be submitted to Agency with the invoice detailing progress completed or any deliverables identified. Payment will be made only upon approval of acceptable progress or deliverables as documented in the Vendor's report. Invoices may not be submitted more than once monthly and State law forbids payment of invoices prior to receipt of services.

#### 1.19.15 *Liquidated Damages:*

According to West Virginia State Code §5A-3-4(8), Vendor agrees that liquidated damages shall be imposed at the rate of \$2,000.00 per day, for failure to meet milestones identified and to keep the project on target. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue to any other additional remedy to which the State or Agency may have legal cause for action including further damages against the Vendor.

#### 1.19.16 *Record Retention (Access & Confidentiality):*

Vendor shall comply with all applicable Federal and State of West Virginia rules and regulations, and requirements governing the maintenance of documentation to verify any cost of services or commodities rendered under this contract by Vendor. The Vendor shall maintain such records a minimum of five (5) years and make available all records to Agency.

personnel at Vendor's location during normal business hours upon written request by Agency within 10 days after receipt of the request.

Vendor shall have access to private and confidential data maintained by Agency to the extent required for Vendor to carry out the duties and responsibilities defined in this contract. Vendor agrees to maintain confidentiality and security of the data made available and shall indemnify and hold harmless the State and Agency against any and all claims brought by any party attributed to actions of breach of confidentiality by the Vendor, subcontractors or individuals permitted access by Vendor.

## **PART 2 OPERATING ENVIRONMENT**

### **2.1 Location:**

Agency is located at 2300 Kanawha Blvd E, Charleston, WV however, work will be performed statewide.

### **2.2 Background:**

The School Building Authority of WV (SBA) is soliciting this proposal in conjunction with the Safe Schools Task Force which is a committee comprised of representatives from various entities of the State. This Task Force was formed to assist the SBA in enhancing the safety and security of all schools in the State of West Virginia and to help provide first responders at all levels the necessary tools to effectively mitigate, plan for and respond to all types of hazards that have the potential of occurring at schools and school facilities both man-made and natural.

The Agency has selected the Automated Critical Asset Management System (ACAMS) as the database that will house all school related information. ACAMS is to be utilized exclusively for the storage and dissemination of all data. As such, all information must be uploaded into ACAMS by the successful vendor.

The Agency has determined that the collected information within the vulnerability assessments, mapping and other work products will be classified as Protected Critical Infrastructure Information (PCII).

The successful vendor will be responsible for providing a single point of contact that will act as the Project Manager for the Vendor and will report to the Executive Director of the School Building Authority, or his representative, for the duration of the project.

It is the intention of this RFP to provide for the completion of all schools in the State of West Virginia over a multi-year contract subject to continued funding. The work schedule and priority list of facilities will be determined by the Safe Schools Task Force in conjunction with the SBA.

Bidders must identify all subcontractors working on the project and outline the contractual relationship between the vendor and all subs. All subcontractors must meet the same security requirements of the prime contractor. The Agency must approve any subcontractor prior to any work being performed. If subcontractors are used, the prime contractor shall still be the responsible party to the State.

## **PART 3 PROCUREMENT SPECIFICATIONS AND DELIVERABLES**

### **3.1 General Requirements**

3.1.1 The successful vendor must complete a School Safety Assessment for each public school facility in the State of West Virginia. Attachment A contains a complete list of these schools. A School Safety Assessment (SSA) includes the following general categories:

- A. School Physical Characteristics
- B. School Site
- C. Emergency Management Plan
- D. Vulnerability Analysis and Recommendations

Both Mandatory and Desirable specifications are included.

### **3.2.0 Facility Floor Plan**

Vendor shall provide a detailed floor plan for each facility including information regarding:

- 3.2.1 Ingress and Egress points
- 3.2.2 Locations of gates and/or barriers
- 3.2.3 Location of any Underground Access Points
- 3.2.4 Location of Access Doors and door swing direction, including roof access
- 3.2.5 Location of Fire Doors and door swing direction
- 3.2.6 Location of Windows
- 3.2.7 Location of Stairwells
- 3.2.8 Location of Elevator shafts
- 3.2.9 Location of Staging Areas on floor
- 3.2.10 Location of Shower Facilities
- 3.2.11 Location of Video Cameras

### 3.2.12 Location of Elevator Control Room

**NOTE: ALL 55 WEST VIRGINIA COUNTIES ARE IN THE PROCESS OF CREATING A 10 YEAR FACILITY PLAN. PART OF THIS PLAN INCLUDES THE CREATION OF A DIAGRAMATIC FLOOR PLAN WITH CERTAIN SCHOOL ACCESS SAFETY DATA IDENTIFIED. THIS PROCESS IS EXPECTED TO BE COMPLETED NO LATER THAN NOVEMBER 1, 2010 AND IS ALREADY COMPLETED IN SEVERAL COUNTIES. SEE ATTACHMENT B FOR A SAMPLE DIAGRAMATIC FLOOR PLAN FROM A COMPLETED FACILITY PLAN AND A LIST OF CURRENTLY AVAILABLE COUNTIES. THIS DATA CAN, AND WILL BE, MADE AVAILABLE TO THE SUCCESSFUL VENDOR OF THIS RFP.**

### 3.3.0 Utility information

The vendor shall identify the following:

- 3.3.1 Name and an emergency contact phone number
- 3.3.2 Location of the Natural Gas and Electrical shutoffs
- 3.3.3 Location of Fire hydrants and Fire Department connections
- 3.3.4 Location and type of facility Fire Suppression/Fire Protection Systems
- 3.3.5 Location of Telephone, Television Internet and Intercom shutoffs
- 3.3.6 Location of Back-up Power

### 3.4.0 Building Information

The vendor shall identify the following:

- 3.4.1 Building Name or identifier
- 3.4.2 Building Address including GPS coordinates
- 3.4.3 Building Characteristics including square feet, physical exterior dimensions, number of floors, type of construction and roof type
- 3.4.4 Maximum capacity of the facility
- 3.4.5 Work Hours of the Facility Population differentiated by Day vs. Evening

3.4.6 Identification of Hazardous Materials including storage locations, storage methods and amounts

3.4.7 Utility Ownership for each utility including entity

### **3.5.0 Digital Mapping/Imagery**

Vendor shall provide the following digital images and text explanations:

3.5.1 Building images and text explanations for each side of the building with orientation identified including both fire and police tactical floor/side definitions

3.5.2 Restricted and Sensitive area images and text explanations of each

3.5.3 Knox Box images and text explanations of each

3.5.4 Security Alarm and Alarm Panel images and text explanations of each

3.5.5 Classroom images and text explanations of each

3.5.6 Administrative area images and text explanations of each

3.5.7 Ingress and Egress point images and text explanations of each

3.5.8 Access road images and text explanations of each

3.5.9 Barricades and Fence images and text explanations of each

3.5.10 Relevant Geographical information images and text images of each

3.5.11 Closed Circuit TV system images and text explanations of each

### **3.6.0 First Responder and Community at Large**

School Site Information relating to First Responders and other community related agencies must be identified as detailed below:

3.6.1 School Crisis Response Team Roles including responsibilities isolated by position held in the school must be identified

3.6.2 Community agencies and their associated emergency phone numbers must be identified. This must include, at a minimum and as appropriate, Law Enforcement, EMS, County/City Government, Fire Department, Utilities, Division of Highways, and Railroad contact.

3.6.2.1 It is desirable that Emergency contact information be provided for other service/resource entities included, but not limited to American Red

Cross, County Health Department, County Emergency Management Agency, County Department of Health & Human Resources Office, National Weather Service and Poison Control Center.

### **3.7.0 Emergency Management Plan**

3.7.1 It is mandatory to research current school Emergency Communications Procedures and to identify those procedures.

3.7.1.1 It is desirable that if no such plan exists, the vendor assist the school/county personnel to create one.

3.7.2 It is mandatory to research current school Emergency Preparedness Personnel and to identify these positions and their related responsibilities.

3.7.2.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.3 It is mandatory to research currently identified Off Grounds Evacuation Sites for the total school population.

3.7.3.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.4 It is mandatory to research current definitions for Emergency Classifications (i.e. Minor, Standby Notification Alert, Shelter-in-Place, Evacuation, etc.) and the proper response to each classification for school personnel and to identify those classifications.

3.7.4.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.5 It is mandatory to research current facility Emergency Preventive Measures and to identify those measures

3.7.5.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.6 It is mandatory to research current Emergency Management Plans by staff position and to identify those plans.

3.7.6.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.7 It is mandatory to research current Emergency Management Plans relating to Early Dismissal/Evacuation and to identify those plans.

3.7.7.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.8 It is mandatory to research current Emergency Management Plans relating to Shelter-in-Place and to identify those plans.

3.7.8.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.9 It is mandatory to research current Emergency Management Plans relating to Fire Drill Procedures and to identify those plans.

3.7.9.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.10 It is mandatory to research current Emergency Management Plans relating to Actual Fire Emergency Procedures and to identify those plans.

3.7.10.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.11 It is mandatory to research current Emergency Management Plans relating to Bomb Threat/Discovery and to identify those plans.

3.7.11.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.12 It is mandatory to research current Emergency Management Plans relating to Natural Disasters and to identify those plans.

3.7.12.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.13 It is mandatory to research current Emergency Management Plans relating to a Chemical Emergency and to identify those plans.

3.7.13.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.14 It is mandatory to research current Emergency Management Plans relating to a Utility Emergency and to identify those plans.

3.7.14.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.15 It is mandatory to research current Emergency Management Plans relating to a Demonstration or Disturbance and to identify those plans.

3.7.15.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

3.7.16 It is mandatory to research current Emergency Management Plans relating to a Facility Lockdown and to identify those plans.

3.7.16.1 It is desirable that if no such information exists, the vendor assist the school/county personnel in identifying such information.

### **3.8.0 Vulnerability Analysis and Recommendations**

3.8.1 It is mandatory to provide a list of vulnerabilities identified in the collection and review of the preceding material.

3.8.2 It is mandatory to provide a set of recommendations of actions and/or acquisitions that will aid in the reduction of identified vulnerabilities.

3.8.2.1 It is desirable that the vendor identify costs associated with the implementation of the above recommendations

### **3.9.0 Data Privacy Requirements**

The material, data and information created as a result of this procurement is considered sensitive and must be controlled. The Protected Critical Infrastructure Information Program requirements must be met.

### **3.10.0 Automated Critical Asset Management System**

3.10.1 The vendor must enter all data created as a result of this procurement into the Automated Critical Asset Management System (ACAMS).

3.10.2 The vendor must be certified in the use of ACAMS and employ personnel that can meet the guidelines for access to Protected Critical Infrastructure Information (PCII) as referenced in 3.9.0

### **3.11.0 Special Terms and Conditions:**

#### *3.12.1 Bid and Performance Bonds:*

A bid bond in the amount of \$50,000.00 will be required to accompany any proposal. **Failure to submit an appropriate bond or alternate bid security as defined in this Request for Quotation with the proposal at the time of bid opening will result in automatic disqualification of the vendor's proposal and the proposal will be considered non-responsive.**

**A performance bond for \$1,000,000.00 will be required at the time of contract issuance as defined in this Request for Proposal.**

#### *3.12.2 Insurance Requirements:*

Bidder must have General Liability Insurance and Property Damage Insurance in the amount of at least \$1,000,000 per occurrence. Insurance certificates will be required prior to award of a contract.

#### *3.12.3 License Requirements:*

Bidder must participate in Workers Compensation and show proof of said coverage at the time of contract issuance.

## **PART 4 PROPOSAL FORMAT AND RESPONSE REQUIREMENTS**

### **4.1.0 Vendor's Proposal Format:**

The vendor's response to this RFP should be written in a clear, concise and straight forward



manner. It is imperative that the vendor acknowledge the mandatory requirements of this RFP in such a way as to illustrate the meeting of all said requirements.

The proposal should be formatted in the same order as the RFP, providing the information listed below:

**Title page** - Should state the RFP Subject and number, the name of the Vendor, Vendor's business address, telephone number, name of authorized contact person to speak on behalf of the Vendor, dated and signed

**Table of Contents** - Clearly identify the material by section and page number.

**Section I** – The Vendor should provide a Statement of Project Understanding that illustrates the vendor's understanding of the project and an overview of the steps necessary to accomplish the project as set forth in the RFP. A sample format of a Vulnerability Assessment Report should be provided by the Vendor

**Section II:** The vendor should propose a timeline for completion of all aspects of this project. The vendor should submit a work plan that illustrates how the vendor will address the project including key activities and tasks in line with the above timeline

**Section III** – The Vendor should provide a complete Staffing Plan. A project manager as well as expected team members should be identified. A brief statement of each team member's qualifications should be provided as well. Individual resumes are not required at this point but are encouraged. If not provided, the State may request such information during the evaluation of the RFP. In addition, the vendor should discuss his general approach to staffing the actual in school assessment teams and the general qualifications that will be required of those members (in excess of the background and data security checks required by Federal law). Finally, the vendor should list previous project experience in the School Safety Assessment arena and explain how that experience relates to the requirements of this RFP.

**Section IV** – The Vendor should address the Mandatory and Desirable requirements of the RFP in this section. The Vendor is encouraged to utilize the pages in Sections 3.1 through 3.10 to acknowledge if the requirement is met or not met. If a mandatory requirement is not met, the vendor should indicate his ability to meet the requirement in the future should the vendor be awarded a contract as a result of this RFP.

**Section V** – Vendor must identify costs associated with the requested services in this RFP as explained in Section 4.5. *No cost must appear in the response section to this RFP. Costs must be submitted in a separate sealed envelope clearly marked "Cost Proposal".*

If applicable, sign and submit the attached Resident Vendor Preference Certificate with the proposal.

4.2 **Evaluation Process:**

4.2.1 Method of Evaluation:

The proposals will be evaluated by a committee of three (3) or more individuals in accordance with the criteria stated. The Vendor who meets all the mandatory specifications and attains the highest point score of all vendors shall be awarded the contract. The selection of the successful vendor will be made by a consensus of the evaluation committee.

4.3 **Evaluation Criteria:** The following are the evaluation factors and maximum points possible for technical point scores:

A. Project Understanding	10 Points Possible
B. Project Timeline	10 Points Possible
C. Desirable Requirements (Sections 3.6, 3.7 & 3.8)	15 Points Possible
D. Staffing Plan	10 Points Possible
E. Vendor Qualifications	15 Points Possible
Firm Experience	
Staff Qualifications	
F. Oral Presentation	10 Points Possible
G. Cost	<u>30 Points Possible</u>
<b>Total</b>	<b>100 Points Possible</b>

Each cost proposal cost will be scored by use of the following formula for all vendors who attained the Minimum acceptable score:

$$\frac{\text{Lowest price of all proposals}}{\text{Price of Proposal being evaluated}} \times 30 = \text{Price Score}$$

4.4 **Minimum Acceptable Score:**

Vendors must score a minimum of 70% of the total technical points possible. The technical points are listed above in Section 4.3. The minimum qualifying score on the technical portion is 49 points. All vendors not attaining the minimum acceptable score (MAS) shall be disqualified and removed from further consideration.

The State will select the successful vendor's proposal based on best value purchasing which is not necessarily the vendor with the lowest price. Cost is considered but is not the sole determining factor for award. The State does reserves the right to accept or reject any or all of the proposals, in whole or in part, without prejudice, if to do so is felt to be in the best interests of the State.

Vendor's failure to provide complete and accurate information may be considered grounds for disqualification. The State reserves the right, if necessary, to ask vendors for additional

information to clarify their proposals

The State of West Virginia School Building Authority reserves the right to evaluate all bids and review if the awarding of this contract is in the best interest of the State of West Virginia or if the project is better accomplished utilizing state resources and equipment.

4.5. **Cost Proposal Format/Bid Sheets**

Cost proposal bid sheets are to be on a separate page so that they may be filled out and submitted independently from the technical proposal.

## ATTACHMENT A

## MASTER LIST OF SCHOOLS 2009-2010

COUNTY	SCHOOL	GLEVEL	STYPE
Barbour	Kasson Elementary/Middle School	PK-08	MIDD
Barbour	Belington Elementary	PK-05	ELEM
Barbour	Junior Elementary	PK-05	ELEM
Barbour	Mount Vernon Elementary	K-05	ELEM
Barbour	Philippi Elementary School	PK-05	ELEM
Barbour	Volga Century Elementary	K-05	ELEM
Barbour	Belington Middle School	'06-08	MIDD
Barbour	Philippi Middle School	'06-08	MIDD
Barbour	Philip Barbour High School Complex	'09-12	SECO
Berkeley	Back Creek Valley Elementary School	PK-02	NT
Berkeley	Bedington Elementary School	PK-02	NI
Berkeley	Berkeley Heights Elementary School	PK-03	ELEM
Berkeley	Bunker Hill Elementary School	PK-03	ELEM
Berkeley	Burke Street Elementary School	PK-03	ELEM
Berkeley	Gerrardstown Elementary School	PK-02	NT
Berkeley	Hedgesville Elementary School	PK-02	NT
Berkeley	Inwood Primary School	K-03	ELEM
Berkeley	Marlowe Elementary School	PK-02	NT
Berkeley	Opequon Elementary School	PK-03	ELEM
Berkeley	Rosemont Elementary School	K-03	ELEM
Berkeley	Tuscarora Elementary School	PK-03	ELEM
Berkeley	Valley View Elementary School	PK-03	ELEM
Berkeley	Winchester Avenue Elementary School	PK-03	ELEM
Berkeley	Tomahawk Intermediate School	03-05	ELEM
Berkeley	Potomack Intermediate School	03-05	ELEM
Berkeley	Mill Creek Intermediate School	04-05	ELEM
Berkeley	Eagle School Intermediate	04-05	ELEM
Berkeley	Orchard View Intermediate School	03-06	ELEM
Berkeley	Mountain Ridge Intermediate School	03-05	ELEM
Berkeley	Hedgesville Middle School	'06-08	MIDD
Berkeley	Martinsburg North Middle School	'06-08	MIDD
Berkeley	Martinsburg South Middle School	'06-08	MIDD
Berkeley	Musselman Middle School	'06-08	MIDD
Berkeley	Spring Mills Middle School	'06-08	MIDD
Berkeley	Hedgesville High School	'09-12	SECO
Berkeley	Martinsburg High School	'09-12	SECO
Berkeley	Musselman High School	'09-12	SECO
Boone	Whitesville Elementary School	K-06	ELEM
Boone	Ashford-Rumble Elementary School	K-06	ELEM
Boone	Jeffrey-Spencer Elementary School	PK-05	ELEM
Boone	Madison Elementary	PK-05	ELEM

Boone	Nellis Elementary School	K-06	ELEM
Boone	Ramage Elementary School	K-05	ELEM
Boone	Van Elementary School	PK-05	ELEM
Boone	Wharton Elementary School	PK-05	ELEM
Boone	Sherman Elementary School	PK-06	ELEM
Boone	Brookview Elementary	K-05	ELEM
Boone	Madison Middle School	'06-08	MIDD
Boone	Sherman Junior High School	07-08	MIDD
Boone	Scott High School	'09-12	SECO
Boone	Sherman High School	'09-12	SECO
Boone	Van Junior/Senior High School	06-12	SECO
Braxton	Burnsville Elementary School	PK-04	ELEM
Braxton	Davis Elementary School	PK-04	ELEM
Braxton	Flatwoods Elementary School	PK-04	ELEM
Braxton	Frametown Elementary School	PK-04	ELEM
Braxton	Little Birch Elementary School	PK-04	ELEM
Braxton	Sutton Elementary School	PK-04	ELEM
Braxton	Braxton County Middle School	05-08	MIDD
Braxton	Braxton County High School	'09-12	SECO
Brooke	Beech Bottom Primary School	K-04	ELEM
Brooke	Collier Primary School	K-04	ELEM
Brooke	Franklin Primary School	K-04	ELEM
Brooke	Hooverson Heights Primary School	K-04	ELEM
Brooke	Jefferson Primary School	K-04	ELEM
Brooke	Lauretta B Millsop Primary School	K-04	ELEM
Brooke	Wellsburg Primary School	K-04	ELEM
Brooke	Follansbee Middle School	05-08	MIDD
Brooke	Wellsburg Middle School	05-08	MIDD
Brooke	Brooke High School	PK & 09-12	SECO
Cabell	Altizer Elementary School	PK-05	ELEM
Cabell	Cox Landing Elementary School	K-05	ELEM
Cabell	Culloden Elementary School	PK-05	ELEM
Cabell	Davis Creek Elementary School	PK-05	ELEM
Cabell	Geneva Kent Elementary School	PK-05	ELEM
Cabell	Guyandotte Elementary School	PK-05	ELEM
Cabell	Highlawn Elementary School	PK-05	ELEM
Cabell	Hite Saunders Elementary School	PK-05	ELEM
Cabell	Martha Elementary School	PK-05	ELEM
Cabell	Meadows Elementary School	PK-05	ELEM
Cabell	Milton Elementary School	PK-05	ELEM
Cabell	Nichols Elementary School	PK-05	ELEM
Cabell	Ona Elementary School	PK-05	ELEM
Cabell	Peyton Elementary School	PK-05	ELEM
Cabell	Salt Rock Elementary School	PK-05	ELEM
Cabell	Spring Hill Elementary School	PK-05	ELEM
Cabell	Central City Elementary School	PK-05	ELEM

Cabell	Village of Barboursville Elementary Sch	PK-05	ELEM
Cabell	Southside Elementary	PK-05	ELEM
Cabell	Barboursville Middle School	'06-08	MIDD
Cabell	Beverly Hills Middle School	'06-08	MIDD
Cabell	Enslow Middle School	'06-08	MIDD
Cabell	Milton Middle School	'06-08	MIDD
Cabell	Huntington Middle School	'06-08	MIDD
Cabell	Alternative Education High School		
Cabell	Cabell Midland High School	'09-12	SECO
Cabell	Huntington High School	'09-12	SECO
Calhoun	Arnoldsburg School	PK-04	ELEM
Calhoun	Pleasant Hill School	PK-04	ELEM
Calhoun	Calhoun County High School	05-12	SECO
Clay	Clay Elementary School	PK-05	ELEM
Clay	Lizemore Elementary School	PK-05	ELEM
Clay	H E White Elementary School	PK-05	ELEM
Clay	Big Otter Elementary School	PK-05	ELEM
Clay	Clay Middle School	'06-08	MIDD
Clay	Clay County High School	'09-12	SECO
Doddridge	Doddridge County Elementary School	PK-04	ELEM
Doddridge	Doddridge County Middle School	05-08	MIDD
Doddridge	Doddridge County High School	'09-12	SECO
Fayette	Ansted Elementary	PK-04	ELEM
Fayette	Danese Elementary School	PK-05	ELEM
Fayette	Divide Elementary School	K-04	ELEM
Fayette	Fayetteville Elementary School	K-06	ELEM
Fayette	Gatewood Elementary School	K-04	ELEM
Fayette	Gauley Bridge Elementary School	PK-05	ELEM
Fayette	Meadow Bridge Elementary School	K-06	ELEM
Fayette	Mount Hope Elementary School	PK-04	ELEM
Fayette	Rosedale Elementary School	PK-04	ELEM
Fayette	Valley Elementary School	K-05	ELEM
Fayette	New River Elementary	PK-04	ELEM
Fayette	Ansted Middle School	05-08	MIDD
Fayette	Collins Middle School	05-08	MIDD
Fayette	Nuttall Middle School	05-08	MIDD
Fayette	Fayetteville High School	07-12	SECO
Fayette	Meadow Bridge High School	07-12	SECO
Fayette	Midland Trail High School	07-12	SECO
Fayette	Mount Hope High School	'09-12	SECO
Fayette	Oak Hill High School	'09-12	SECO
Fayette	Valley High School	'09-12	SECO
Gilmer	Glenville Elementary School	PK-06	ELEM
Gilmer	Normantown Elementary School	PK-06	ELEM

Gilmer	Sand Fork Elementary School	PK-06	ELEM
Gilmer	Troy Elementary School	PK-06	ELEM
Gilmer	Gilmer County High School	07-12	SECO
Grant	Union Educational Complex	PK-12	SECO
Grant	Dorcas Elementary School	PK-06	ELEM
Grant	Maysville Elementary School	PK-06	ELEM
Grant	Petersburg Elementary School	PK-06	ELEM
Grant	Petersburg High School	07-12	SECO
Greenbrier	Crichton Elementary	PK-05	ELEM
Greenbrier	Rainelle Elementary	PK-05	ELEM
Greenbrier	Rupert Elementary	PK-05	ELEM
Greenbrier	Smoot Elementary/Junior High School	PK-05	ELEM
Greenbrier	Alderson Elementary School	PK-05	ELEM
Greenbrier	Frankford School	PK-05	ELEM
Greenbrier	Lewisburg Elementary School	PK-05	ELEM
Greenbrier	Ronceverte Elementary School	PK-05	ELEM
Greenbrier	White Sulphur Elementary School	PK-05	ELEM
Greenbrier	Eastern Greenbrier Middle School	'06-08	MIDD
Greenbrier	Western Greenbrier Middle School	'06-08	MIDD
Greenbrier	Greenbrier East High School	PK. & 09-12	SECO
Greenbrier	Greenbrier West High School	'09-12	SECO
Hampshire	Augusta Elementary School	PK-05	ELEM
Hampshire	John J. Cornwell School	PK-05	ELEM
Hampshire	Romney Elementary School	PK-05	ELEM
Hampshire	Slanesville Elementary School	PK-05	ELEM
Hampshire	Springfield-Green Spring School	K-05	ELEM
Hampshire	Capon Bridge Elementary School	PK-05	ELEM
Hampshire	Capon Bridge Middle School	'06-08	MIDD
Hampshire	Romney Middle School	'06-08	MIDD
Hampshire	Hampshire Senior High School	'09-12	SECO
Hancock	Broadview Elementary School	PK-04	ELEM
Hancock	Liberty Elementary School	K-04	ELEM
Hancock	New Manchester Elementary School	PK-04	ELEM
Hancock	Weirton Heights Elementary School	PK-04	ELEM
Hancock	A. T. Allison Elementary School	K-04	ELEM
Hancock	Weir Middle School	02-08	MIDD
Hancock	Oak Glen Middle School	05-08	MIDD
Hancock	Oak Glen High School	'09-12	SECO
Hancock	Weir High School	'09-12	SECO
Hardy	Moorefield Elementary School	PK-02	NI
Hardy	East Hardy Early/Middle School	PK-08	MIDD
Hardy	Moorefield Intermediate School	03-05	ELEM
Hardy	Moorefield Middle School	'06-08	MIDD
Hardy	East Hardy High School	'09-12	SECO

Hardy	Moorefield High School	'09-12	SECO
Harrison	Adamston Elementary School	PK-05	ELEM
Harrison	Johnson Elementary School	PK-05	ELEM
Harrison	Lost Creek Elementary School	PK-05	ELEM
Harrison	Lumberport Elementary School	PK-05	ELEM
Harrison	North View Elementary School	PK-05	ELEM
Harrison	Norwood Elementary School	PK-05	ELEM
Harrison	Simpson Elementary School	PK-05	ELEM
Harrison	West Milford Elementary School	PK-05	ELEM
Harrison	Wilsonburg Elementary School	PK-05	ELEM
Harrison	Big Elm Elementary School	PK-05	ELEM
Harrison	Nutter Fort Primary School	PK-02	NT
Harrison	Nutter Fort Intermediate School	03-05	ELEM
Harrison	Salem Elementary	PK-05	ELEM
Harrison	Bridgeport Middle School	'06-08	MIDD
Harrison	Lumberport Middle School	'06-08	MIDD
Harrison	Washington-Irving Middle School	'06-08	MIDD
Harrison	South Harrison Middle School	'06-08	MIDD
Harrison	Mountaineer Middle School	'06-08	MIDD
Harrison	Bridgeport High School	'09-12	SECO
Harrison	Liberty High School	'09-12	SECO
Harrison	Lincoln High School	'09-12	SECO
Harrison	South Harrison High School	'09-12	SECO
Harrison	Robert C. Byrd High School	'09-12	SECO
HARRISON	PRESSLEY RIDGE SCHOOL		
HARRISON	UNITED TECHNICAL CENTER		
Jackson	Cottageville Elementary School	PK-05	ELEM
Jackson	Evans Elementary School	PK-05	ELEM
Jackson	Fairplain Elementary School	PK-05	ELEM
Jackson	Gilmore Elementary School	PK-05	ELEM
Jackson	Kenna Elementary School	PK-05	ELEM
Jackson	Henry J Kaiser Elementary School	PK-02	NI
Jackson	Ravenswood Grade School	03-05	ELEM
Jackson	Ripley Elementary School	PK-05	ELEM
Jackson	Ravenswood Middle School	'06-08	MIDD
Jackson	Ripley Middle School	'06-08	MIDD
Jackson	Ravenswood High School	'09-12	SECO
Jackson	Ripley High School	'09-12	SECO
Jefferson	Blue Ridge Elementary School	K-05	ELEM
Jefferson	North Jefferson Elementary	PK-05	ELEM
Jefferson	Page Jackson Elementary	PK-02	NT
Jefferson	Ranson Elementary School	PK-05	ELEM
Jefferson	Shepherdstown Elementary School	K-05	ELEM
Jefferson	ShIPLEY Elementary School	K-05	ELEM
Jefferson	South Jefferson Elementary School	K-05	ELEM
Jefferson	Wright Denny Elementary School	03-05	ELEM



Jefferson	T A Lowery Elementary School	PK-05	ELEM
Jefferson	Charles Town Middle School	'06-08	MIDD
Jefferson	Harpers Ferry Middle School	'06-08	MIDD
Jefferson	Shepherdstown Middle School	'06-08	MIDD
Jefferson	Wildwood Middle School	'06-08	MIDD
Jefferson	Jefferson High School	'09-12	SECO
Jefferson	Washington High School	'09-12	SECO
Kanawha	Alban Elementary School	K-05	ELEM
Kanawha	Alum Creek Elementary School	PK-05	ELEM
Kanawha	Andrews Heights Elementary School	K-05	ELEM
Kanawha	Anne Bailey Elementary School	PK-05	ELEM
Kanawha	Belle Elementary School	PK-05	ELEM
Kanawha	Bonham Elementary School	PK-05	ELEM
Kanawha	Bridge Elementary School	K-05	ELEM
Kanawha	Cedar Grove Community School	PK-05	ELEM
Kanawha	Central Elementary School	PK-05	ELEM
Kanawha	Chamberlain Elementary School	K-05	ELEM
Kanawha	Chandler Elementary School	PK-05	ELEM
Kanawha	Chesapeake Elementary School	PK-05	ELEM
Kanawha	Clendenin Elementary School	PK-05	ELEM
Kanawha	Cross Lanes Elementary School	PK-05	ELEM
Kanawha	Dunbar Primary Center	PK-02	NT
Kanawha	Flinn Elementary School	K-05	ELEM
Kanawha	Glenwood Elementary School	PK-05	ELEM
Kanawha	Grandview Elementary School	PK-05	ELEM
Kanawha	Holz Elementary School	PK-05	ELEM
Kanawha	Kanawha City Elementary School	K-05	ELEM
Kanawha	Kenna Elementary School	K-05	ELEM
Kanawha	Lakewood Elementary School	PK-05	ELEM
Kanawha	Malden Elementary School	K-05	ELEM
Kanawha	Marmet Elementary School	K-05	ELEM
Kanawha	Mary Ingles Elementary School	PK-05	ELEM
Kanawha	Midland Trail Elementary School	PK-05	ELEM
Kanawha	Montrose Elementary School	K-05	ELEM
Kanawha	Nitro Elementary School	K-05	ELEM
Kanawha	Overbrook Elementary School	K-05	ELEM
Kanawha	Pinch Elementary School	K-05	ELEM
Kanawha	Point Harmony Elementary School	K-05	ELEM
Kanawha	Pratt Elementary School	PK-05	ELEM
Kanawha	Richmond Elementary School	PK-05	ELEM
Kanawha	J E Robins Elementary School	K-05	ELEM
Kanawha	Ruffner Elementary School	PK-05	ELEM
Kanawha	Ruthlawn Elementary School	PK-05	ELEM
Kanawha	Sharon Dawes Elementary School	PK-05	ELEM
Kanawha	Shoals Elementary School	PK-05	ELEM
Kanawha	Sissonville Elementary School	PK-05	ELEM
Kanawha	Watts Elementary School	K-05	ELEM
Kanawha	Weberwood Elementary School	PK-05	ELEM

Kanawha	George C Weimer Elementary School	PK-05	ELEM
Kanawha	Shawnee Community Center	PK	NT
Kanawha	Elk Elementary Center	PK-05	ELEM
Kanawha	Bridgeview Elementary School	PK-05	ELEM
Kanawha	Piedmont Year-Round Education	PK-05	ELEM
Kanawha	Dunbar Intermediate Center	03-05	ELEM
Kanawha	John Adams Junior High School	'06-08	MIDD
Kanawha	Andrew Jackson Middle School	'06-08	MIDD
Kanawha	Cedar Grove Middle School	'06-08	MIDD
Kanawha	Dunbar Middle School	'06-08	MIDD
Kanawha	Du Pont Middle School	'06-08	MIDD
Kanawha	East Bank Middle School	'06-08	MIDD
Kanawha	Elkview Middle School	'06-08	MIDD
Kanawha	Hayes Middle School	'06-08	MIDD
Kanawha	Horace Mann Middle School	'06-08	MIDD
Kanawha	McKinley Junior High School	'06-08	MIDD
Kanawha	Sissonville Middle School	'06-08	MIDD
Kanawha	South Charleston Middle School	'06-08	MIDD
Kanawha	Stonewall Jackson Middle School	'06-08	MIDD
KANAWHA	TYLER MIDDLE SCHOOL		
Kanawha	George Washington High School	'09-12	SECO
Kanawha	Herbert Hoover High School	'09-12	SECO
Kanawha	Nitro High School	'09-12	SECO
Kanawha	Saint Albans High School	'09-12	SECO
Kanawha	Sissonville High School	'09-12	SECO
Kanawha	South Charleston High School	'09-12	SECO
Kanawha	Capital High School	PK & 09-12	SECO
Kanawha	Riverside High School	'09-12	SECO
Kanawha	Kanawha County Schools Academy		
Lewis	Alum Bridge Elementary School	PK-04	ELEM
Lewis	Roanoke Elementary School	PK-04	ELEM
Lewis	Peterson-Central Elementary School	PK-04	ELEM
Lewis	Jane Lew Elementary School	PK-04	ELEM
Lewis	Robert I. Bland Middle School	05-08	MIDD
Lewis	Lewis County High School	'09-12	SECO
Lincoln	Duval PK-8	PK-08	MIDD
Lincoln	Hamlin PK-8	PK-08	MIDD
Lincoln	Midway Elementary School	PK-05	ELEM
Lincoln	Ranger Elementary School	PK-05	ELEM
Lincoln	West Hamlin Elementary School	PK-05	ELEM
Lincoln	Harts Primary	PK-04	ELEM
Lincoln	Guyan Valley Middle School	'06-08	MIDD
Lincoln	Harts Intermediate School	05-08	MIDD
Lincoln	Lincoln County High School	'09-12	SECO
Logan	Omar Elementary School	PK-04	ELEM
Logan	Man Middle School	05-08	MIDD

Logan	Buffalo Elementary School	PK-03	ELEM
Logan	Chapmanville East Elementary School	PK-04	ELEM
Logan	Holden Central Elementary School	PK-04	ELEM
Logan	Hugh Dingess Elementary School	PK-04	ELEM
Logan	Justice Elementary School	PK-04	ELEM
Logan	Logan Elementary School	PK-04	ELEM
Logan	South Man Elementary School	PK-03	ELEM
Logan	Verdunville Elementary School	PK-04	ELEM
Logan	West Chapmanville Elementary School	PK-04	ELEM
Logan	Man Elementary School	K-04	ELEM
Logan	Logan Middle School	05-08	MIDD
Logan	Chapmanville Middle School	05-08	MIDD
Logan	Chapmanville Senior High School	'09-12	SECO
Logan	Logan Senior High School	'09-12	SECO
Logan	Man Senior High School	'09-12	SECO
Marion	Barrackville Elementary/Middle School	PK-08	MIDD
Marion	Rivesville Elementary/Middle School	PK-08	MIDD
Marion	East Dale Elementary School	PK-06	ELEM
Marion	East Park Elementary School	PK-06	ELEM
Marion	Fairview Elementary School	PK-04	ELEM
Marion	Jayenne Elementary School	PK-04	ELEM
Marion	Monongah Elementary School	PK-04	ELEM
Marion	Pleasant Valley Elementary School	K-06	ELEM
Marion	Watson Elementary School	PK-04	ELEM
Marion	White Hall Elementary School	PK-04	ELEM
Marion	Blackshere Elementary School	PK-04	ELEM
Marion	Fairview Middle School	PK & 05-08	MIDD
Marion	Mannington Middle School	PK & 05-08	MIDD
Marion	Monongah Middle School	05-08	MIDD
Marion	West Fairmont Middle School	05-08	MIDD
Marion	East Fairmont Junior High School	07-08	MIDD
Marion	East Fairmont High School	'09-12	SECO
Marion	Fairmont Senior High School	'09-12	SECO
Marion	North Marion High School	'09-12	SECO
Marshall	Cameron Elementary School	PK-06	ELEM
Marshall	Central Elementary School	03-05	ELEM
Marshall	Glen Dale Elementary School	PK-05	ELEM
Marshall	Center McMechen Elementary School	PK-05	ELEM
Marshall	McNinch Elementary School	PK-02	NT
Marshall	Sand Hill Elementary School	K-05	ELEM
Marshall	Washington Lands Elementary School	PK-05	ELEM
Marshall	Hilltop Elementary School		ELEM
Marshall	Moundsville Junior High School	'06-08	MIDD
Marshall	Sherrard Junior High School	'06-08	MIDD
Marshall	Cameron High School	07-12	SECO
Marshall	John Marshall High School	'09-12	SECO
Marshall	Gateway Achievement Center		

Mason	Beale Elementary School	PK-06	ELEM
Mason	Leon Elementary School	PK-06	ELEM
Mason	New Haven Elementary School	PK-06	ELEM
Mason	Roosevelt Elementary School	K-06	ELEM
Mason	Ashton Elementary School	PK-06	ELEM
Mason	Pt. Pleasant Primary	PK-02	NT
Mason	Pt. Pleasant Intermediate	03-06	ELEM
Mason	Hannan High School	07-12	SECO
Mason	Point Pleasant High School	07-12	SECO
Mason	Wahama High School	07-12	SECO
Mercer	Athens School	PK-08	MIDD
Mercer	Bluewell Elementary School	PK-05	ELEM
Mercer	Brushfork Elementary School	PK-05	ELEM
Mercer	Ceres Elementary School	K-05	ELEM
Mercer	Glenwood School	K-08	MIDD
Mercer	Lashmeet/Matoaka School	PK-08	MIDD
Mercer	Melrose Elementary School	K-05	ELEM
Mercer	Memorial Elementary School	K-02	NI
Mercer	Mercer Elementary School	03-05	ELEM
Mercer	Montcalm Elementary School	PK-06	ELEM
Mercer	Oakvale School	PK-08	MIDD
Mercer	Spanishburg School	PK-08	MIDD
Mercer	Straley Elementary School	03-05	ELEM
Mercer	Sun Valley Elementary School	K-05	ELEM
Mercer	Whitethorn Elementary School	K-02	NT
Mercer	Mercer County Early Learning Center	PK	NT
Mercer	Bluefield Intermediate	03-05	ELEM
Mercer	Princeton Primary	K-02	NT
Mercer	Bluefield Middle School	'06-08	MIDD
Mercer	Princeton Middle School	'06-08	MIDD
Mercer	Bluefield High School	'09-12	SECO
Mercer	Montcalm High School	07-12	SECO
Mercer	Princeton Senior High School	'09-12	SECO
Mercer	Pikeview High School	'09-12	SECO
Mineral	Elk Garden Primary/Middle School	PK-05	ELEM
Mineral	Keyser Primary/Middle School	K-08	MIDD
Mineral	Burlington Primary School	PK-05	ELEM
Mineral	Fort Ashby Primary School	PK-02	NT
Mineral	Fountain Primary School	PK-04	ELEM
Mineral	New Creek Primary School	PK-05	ELEM
Mineral	Wiley Ford Primary School	PK-02	NT
Mineral	Keyser Headstart	PK	NT
Mineral	Frankfort Middle School	05-08	MIDD
Mineral	Frankfort Intermediate School	PK-04	ELEM
Mineral	Frankfort High School	'09-12	SECO
Mineral	Keyser High School	'09-12	SECO

Mineral	Mineral County Alternative School		
Mingo	Lenore K-8 School	PK-08	MIDD
Mingo	Burch PK-6	PK-06	ELEM
Mingo	Dingess Elementary School	PK-04	ELEM
Mingo	Gilbert PK-6	PK-06	ELEM
Mingo	Riverside Elementary School	PK-04	ELEM
Mingo	Matewan Elementary School	PK-04	ELEM
Mingo	Kermit Area School (K-8)	PK-08	MIDD
Mingo	Williamson Middle School	05-08	MIDD
Mingo	Matewan Middle School	05-08	MIDD
Mingo	Burch High School	07-12	SECO
Mingo	Gilbert High School	07-12	SECO
Mingo	Matewan High School	'09-12	SECO
Mingo	Williamson High School	'09-12	SECO
Mingo	Tug Valley High School	'09-12	SECO
Mingo	Mingo Career and Technical Center		
Monongalia	Brookhaven Elementary	PK-05	ELEM
Monongalia	Ridgedale Elementary	PK-05	ELEM
Monongalia	Daybrook	K-02	NT
Monongalia	Easton Elementary School	PK-04	ELEM
Monongalia	North Elementary School	PK-05	ELEM
Monongalia	Suncrest Primary	PK-03	ELEM
Monongalia	Woodburn Elementary	PK-05	ELEM
Monongalia	Cheat Lake Elementary School	PK-04	ELEM
Monongalia	Mountainview Elementary	PK-05	ELEM
Monongalia	Mason-Dixon Elementary	K-05	ELEM
Monongalia	Jake's Run Early Childhood Center	PK	NT
Monongalia	Skyview Elementary	PK-05	ELEM
Monongalia	Mylan Park Elementary	PK-05	ELEM
Monongalia	Cheat Lake Middle School	05-08	MIDD
Monongalia	Westwood Middle School	'06-08	MIDD
Monongalia	South Middle School	'06-08	MIDD
Monongalia	Suncrest Middle School	'06-08	MIDD
Monongalia	Clay-Battelle High School	06-12	SECO
Monongalia	Morgantown High School	'09-12	SECO
Monongalia	University High School	'09-12	SECO
Monroe	Peterstown Elementary	PK-04	ELEM
Monroe	Mountain View Elementary and Middle	PK-08	MIDD
Monroe	Peterstown Middle School	05-08	MIDD
Monroe	James Monroe High School	'09-12	SECO
Morgan	Greenwood Elementary School	K-05	ELEM
Morgan	Paw Paw Elementary School	K-06	ELEM
Morgan	Pleasant View Elementary School	K-05	ELEM
Morgan	Widmyer Elementary School	PK-02	NT
Morgan	Warm Springs Intermediate School	03-05	ELEM

Morgan	Warm Springs Middle School	'06-08	MIDD
Morgan	Berkeley Springs High School	'09-12	SECO
Morgan	Paw Paw High School	07-12	SECO
McDowell	Anawalt Elementary School	PK-05	ELEM
McDowell	Bradshaw Elementary School	PK-05	ELEM
McDowell	Fall River Elementary School	PK-05	ELEM
McDowell	Iaeger Elementary School	PK-05	ELEM
McDowell	Kimball Elementary School	PK-05	ELEM
McDowell	Welch Elementary School	PK-05	ELEM
McDowell	Southside K-8	PK-08	MIDD
McDowell	Sandy River Middle School	'06-08	MIDD
McDowell	Big Creek High School	'09-12	SECO
McDowell	Iaeger High School	'09-12	SECO
McDowell	Mount View High School	06-12	SECO
Nicholas	Beaver Elementary School	PK-05	ELEM
Nicholas	Birch River Elementary School	PK-05	ELEM
Nicholas	Cherry River Elementary School	PK-05	ELEM
Nicholas	Craigsville Elementary School	PK-05	ELEM
Nicholas	Dixie Elementary School	PK-05	ELEM
Nicholas	Glade Creek Elementary School	PK-05	ELEM
Nicholas	Mt Lookout Elementary School	PK-05	ELEM
Nicholas	Mt Nebo Elementary School	PK-05	ELEM
Nicholas	Summersville Elementary School	PK-05	ELEM
Nicholas	Zela Elementary School	PK-05	ELEM
Nicholas	Panther Creek Elementary School	PK-05	ELEM
Nicholas	Richwood Middle School	'06-08	MIDD
Nicholas	Summersville Middle School	'06-08	MIDD
Nicholas	Nicholas County High School	'09-12	SECO
Nicholas	Richwood High School	'09-12	SECO
Nicholas	Nicholas County Career & Technical Center		
Ohio	Bethlehem Elementary School	K-05	ELEM
Ohio	Elm Grove Elementary School	PK-05	ELEM
Ohio	Madison Elementary School	PK-05	ELEM
Ohio	Middle Creek Elementary School	PK-05	ELEM
Ohio	Ritchie Elementary School	PK-05	ELEM
Ohio	Steenrod Elementary School	PK-05	ELEM
Ohio	West Liberty Elementary School	K-05	ELEM
Ohio	Woodsdale Elementary School	PK-05	ELEM
Ohio	Bridge Street Middle School	'06-08	MIDD
Ohio	Triadelphia Middle School	'06-08	MIDD
Ohio	Warwood Middle School	PK-08	MIDD
Ohio	Wheeling Middle School	'06-08	MIDD
Ohio	Wheeling Park High School	'09-12	SECO
Pendleton	Brandywine Elementary School	PK-06	ELEM
Pendleton	Franklin Elementary School	PK-06	ELEM

Pendleton	North Fork Elementary School	PK-06	ELEM
Pendleton	Pendleton County High School	07-12	SECO
Pleasants	Belmont Elementary	PK-04	ELEM
Pleasants	St Marys Elementary	PK-04	ELEM
Pleasants	Pleasants County Middle School	05-08	MIDD
Pleasants	St Marys High School	'09-12	SECO
Pocahontas	Hillsboro Elementary School	PK-05	ELEM
Pocahontas	Green Bank Elementary/Middle School	PK-08	MIDD
Pocahontas	Marlinton Elementary School	PK-04	ELEM
Pocahontas	Marlinton Middle School	05-08	MIDD
Pocahontas	Pocahontas County High School	'09-12	SECO
Preston	Aurora Elementary	PK-06	ELEM
Preston	Rowlesburg School	PK-08	MIDD
Preston	Bruceston School	PK-08	MIDD
Preston	Terra Alta/East Preston	PK-08	MIDD
Preston	Fellowsville Elementary	PK-05	ELEM
Preston	Kingwood Elementary	PK-05	ELEM
Preston	Tunnelton-Denver Elementary	PK-05	ELEM
Preston	Valley Elementary	PK-05	ELEM
Preston	Central Preston Middle School	'06-08	MIDD
Preston	South Preston Middle School	'06-08	MIDD
Preston	West Preston Middle School	'06-08	MIDD
Preston	Preston High School	'09-12	SECO
Putnam	Buffalo Elementary School	PK-05	ELEM
Putnam	Confidence Elementary School	PK-05	ELEM
Putnam	Conner Street Elementary School	PK-05	ELEM
Putnam	Eastbrook Elementary School	PK-05	ELEM
Putnam	George Washington Elementary School	PK-05	ELEM
Putnam	Hometown Elementary School	PK-05	ELEM
Putnam	Hurricane Town Elementary School	PK-05	ELEM
Putnam	Lakeside Elementary School	PK-05	ELEM
Putnam	Poca Elementary School	PK-05	ELEM
Putnam	Rock Branch Elementary School	PK-05	ELEM
Putnam	Scott Teays Elementary School	K-05	ELEM
Putnam	West Teays Elementary School	K-05	ELEM
Putnam	Winfield Elementary School	PK-05	ELEM
Putnam	Mountain View Elementary School	PK-05	ELEM
Putnam	George Washington Middle School	'06-08	MIDD
Putnam	Hurricane Middle School	'06-08	MIDD
Putnam	Poca Middle School	'06-08	MIDD
Putnam	Winfield Middle School	'06-08	MIDD
Putnam	Buffalo High School	'09-12	SECO
Putnam	Hurricane High School	'09-12	SECO
Putnam	Poca High School	'09-12	SECO
Putnam	Winfield High School	'09-12	SECO

Raleigh	Bradley Elementary School	PK-05	ELEM
Raleigh	Clear Fork District Elementary	PK-05	ELEM
Raleigh	Coal City Elementary	PK-05	ELEM
Raleigh	Crab Orchard Elementary	PK-05	ELEM
Raleigh	Cranberry-Prosperity Elementary	PK-05	ELEM
Raleigh	Crescent Elementary	PK-05	ELEM
Raleigh	Daniels Elementary	PK-05	ELEM
Raleigh	Fairdale Elementary School	PK-05	ELEM
Raleigh	Ghent Elementary	PK-05	ELEM
Raleigh	Hollywood Elementary	PK-05	ELEM
Raleigh	Lester Elementary	PK-05	ELEM
Raleigh	Mabscott Elementary	PK-05	ELEM
Raleigh	Maxwell Hill Elementary	PK-05	ELEM
Raleigh	Stanaford Elementary	PK-05	ELEM
Raleigh	Shady Spring Elementary	PK-05	ELEM
Raleigh	Sophia-Soak Creek Elementary	PK-05	ELEM
Raleigh	Marsh Fork Elementary	PK-05	ELEM
Raleigh	Stratton Elementary	PK-05	ELEM
Raleigh	Beckley Elementary School	PK-05	ELEM
Raleigh	Trap Hill Middle	'06-08	MIDD
Raleigh	Park Junior High	'06-08	MIDD
Raleigh	Shady Spring Junior	'06-08	MIDD
Raleigh	Independence Junior High	'06-08	MIDD
Raleigh	Beckley-Stratton Junior High	'06-08	MIDD
Raleigh	Independence High School	'09-12	SECO
Raleigh	Liberty High	'09-12	SECO
Raleigh	Shady Spring High	'09-12	SECO
Raleigh	Woodrow Wilson High School	'09-12	SECO
Randolph	Coalton Elementary School	PK-05	ELEM
Randolph	Harman Elementary/High School	PK-12	SECO
Randolph	Pickens Elementary/High School	PK-12	SECO
Randolph	Beverly Elementary School	PK-05	ELEM
Randolph	Jennings Randolph Elementary School	PK-05	ELEM
Randolph	Third Ward Elkins Elementary School	PK-05	ELEM
Randolph	George Ward Elementary School	PK-05	ELEM
Randolph	Homestead Elementary School	PK-05	ELEM
Randolph	Midland Elementary School	PK-05	ELEM
Randolph	North Elementary School	PK-05	ELEM
Randolph	Valley Head Elementary School	PK-05	ELEM
Randolph	Elkins Middle School	'06-08	MIDD
Randolph	Tygarts Valley High School	06-12	SECO
Randolph	Elkins High School	'09-12	SECO
Randolph	Randolph County Alternative Center		
Randolph	Randolph Technical Center		
Ritchie	Ellenboro Elementary School	PK-05	ELEM
Ritchie	Harrisville Elementary School	PK-05	ELEM



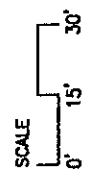
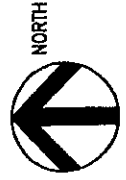
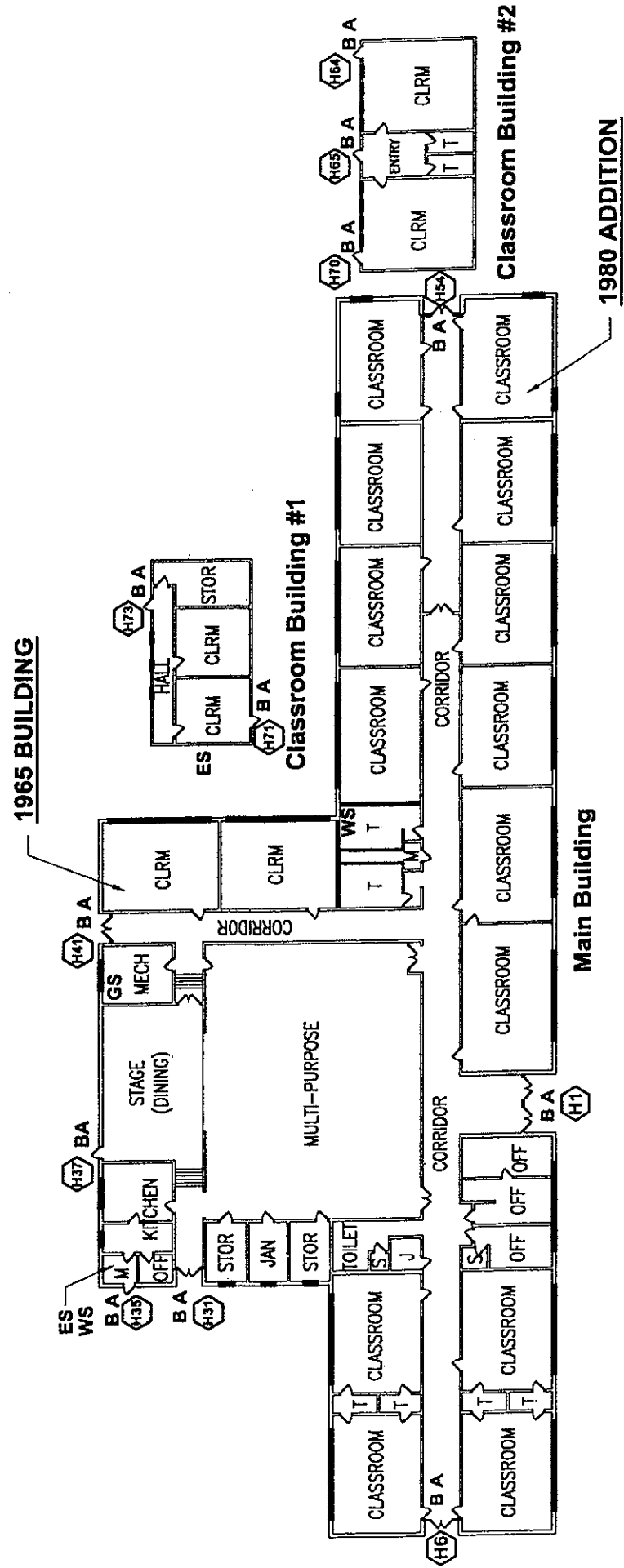
Ritchie	Creed Collins Elementary School	PK-05	ELEM
Ritchie	Smithville Elementary School	K-05	ELEM
Ritchie	Ritchie County Middle School	'06-08	MIDD
Ritchie	Ritchie County High School	'09-12	SECO
Roane	Geary Elementary/Middle School	PK-08	MIDD
Roane	Reedy Elementary School	PK-06	ELEM
Roane	Spencer Primary Center	PK-04	ELEM
Roane	Walton Elementary/Middle School	PK-08	MIDD
Roane	Spencer Middle School	05-08	MIDD
Roane	Roane County High	'09-12	SECO
Summers	Talcott Elementary School	PK-05	ELEM
Summers	Hinton Area Elementary School	PK-05	ELEM
Summers	Jumping Branch Elementary School	PK-05	ELEM
Summers	Summers Middle School	'06-08	MIDD
Summers	Summers County High School	'09-12	SECO
Taylor	Anna Jarvis Elementary School	PK-04	ELEM
Taylor	Flemington Elementary School	PK-04	ELEM
Taylor	West Taylor Elementary School	PK-04	ELEM
Taylor	Taylor County Middle School	05-08	MIDD
Taylor	Grafton High School	'09-12	SECO
Tucker	Davis-Thomas Elementary	PK-08	MIDD
Tucker	Tucker Valley Elementary Middle School	PK-08	MIDD
Tucker	Tucker County High School	'09-12	SECO
Tyler	Arthur I Boreman Elementary School	PK-05	ELEM
Tyler	Sistersville Elementary School	PK-05	ELEM
Tyler	Tyler Consolidated Middle School	'06-08	MIDD
Tyler	Tyler Consolidated High School	'09-12	SECO
Upshur	Buckhannon Academy Elementary School	PK-05	ELEM
Upshur	French Creek Elementary	K-05	ELEM
Upshur	Hodgesville Elementary	PK-05	ELEM
Upshur	Rock Cave Elementary	PK-05	ELEM
Upshur	Tennerton Elementary	PK-05	ELEM
Upshur	Washington District Elementary	PK-05	ELEM
Upshur	Union Elementary School	PK-05	ELEM
Upshur	B-U Middle School	'06-08	MIDD
Upshur	Buckhannon Upshur High School	'09-12	SECO
Wayne	Buffalo Elementary School	PK-05	ELEM
Wayne	Ceredo Elementary School	PK-05	ELEM
Wayne	Crum Elementary School	PK-05	ELEM
Wayne	Dunlow Elementary School	PK-05	ELEM
Wayne	Fort Gay Elementary	PK-05	ELEM
Wayne	Genoa Elementary School	PK-05	ELEM

Wayne	Kellogg Elementary School	PK-05	ELEM
Wayne	Kenova Elementary School	PK-05	ELEM
Wayne	Lavalette Elementary School	PK-05	ELEM
Wayne	Prichard Elementary School	PK-05	ELEM
Wayne	Wayne Elementary School	PK-05	ELEM
Wayne	East Lynn Elementary School	PK-05	ELEM
Wayne	Buffalo Middle School	'06-08	MIDD
Wayne	Ceredo Kenova Middle School	'06-08	MIDD
Wayne	Crum Middle School	'06-08	MIDD
Wayne	Fort Gay Middle School	'06-08	MIDD
Wayne	Wayne Middle School	'06-08	MIDD
Wayne	Vinson Middle School	'06-08	MIDD
Wayne	Wayne High School	'09-12	SECO
Wayne	Tolsia High School	'09-12	SECO
Wayne	Spring Valley High School	'09-12	SECO
Webster	Diana Elementary School	PK-08	MIDD
Webster	Glade Elementary School	PK-04	ELEM
Webster	Hacker Valley Elementary School	K-08	MIDD
Webster	Webster Springs Elementary School	PK-08	MIDD
Webster	Glade Middle School	05-08	MIDD
Webster	Webster County High School	'09-12	SECO
Wetzel	Long Drain School	PK-08	MIDD
Wetzel	New Martinsville School	K-08	MIDD
Wetzel	Paden City Elementary School	K-06	ELEM
Wetzel	Short Line School	PK-08	MIDD
Wetzel	Wetzel Cty Ctr for Children & Families	PK	NT
Wetzel	Hundred High School	'09-12	SECO
Wetzel	Magnolia High School	'09-12	SECO
Wetzel	Paden City High School	07-12	SECO
Wetzel	Valley High School	'09-12	SECO
Wirt	Wirt County Primary Center	PK-04	ELEM
Wirt	Wirt County Middle School	05-08	MIDD
Wirt	Wirt County High School	'09-12	SECO
Wood	Blennerhasset Elementary	PK-05	ELEM
Wood	Criss Elementary	PK-05	ELEM
Wood	Emerson Elementary	K-05	ELEM
Wood	Fairplains Elementary	PK-05	ELEM
Wood	Gihon Elementary	PK-05	ELEM
Wood	Greenmont Elementary	PK-05	ELEM
Wood	Jefferson Elementary Center	PK-05	ELEM
Wood	Kanawha Elementary	PK-05	ELEM
Wood	Lubeck Elementary	PK-05	ELEM
Wood	Madison Elementary	PK-05	ELEM
Wood	McKinley Elementary	PK-05	ELEM
Wood	Mineral Wells Elementary	PK-05	ELEM

Wood	Neale Elementary	PK-05	ELEM
Wood	Vienna Elementary	PK-05	ELEM
Wood	Waverly Elementary	PK-06	ELEM
Wood	Williamstown Elementary	K-06	ELEM
Wood	Worthington Elementary	K-05	ELEM
Wood	Franklin Elementary Center	PK-05	ELEM
Wood	Martin School	PK-05	ELEM
Wood	Blennerhassett Junior High School	'06-08	MIDD
Wood	Edison Junior High School	'06-08	MIDD
Wood	Hamilton Junior High School	'06-08	MIDD
Wood	Jackson Junior High School	'06-08	MIDD
Wood	Van Devender Junior High School	'06-08	MIDD
Wood	Parkersburg High School	'09-12	SECO
Wood	Parkersburg South High School	'09-12	SECO
Wood	Williamstown High School	07-12	SECO
Wyoming	Baileysville Grade School	PK-08	MIDD
Wyoming	Berlin McKinney Elementary	PK-04	ELEM
Wyoming	Glen Fork Grade School	PK-08	MIDD
Wyoming	Herndon Consolidated Grade School	PK-08	MIDD
Wyoming	Huff Consolidated Grade School	PK-08	MIDD
Wyoming	Mullens Elementary School	K-04	ELEM
Wyoming	Pineville Grade School	PK-04	ELEM
Wyoming	Road Branch Grade School	PK-08	MIDD
Wyoming	Mullens Middle School	05-08	MIDD
Wyoming	Oceana Middle School	05-08	MIDD
Wyoming	Pineville Middle School	05-08	MIDD
Wyoming	Wyoming County East High School	'09-12	SECO
Wyoming	Westside High School	'09-12	SECO

**SAS PLAN LEGEND**

- A - CONTROLLED INGRESS POINT
- B - EXTERIOR DOOR
- C - EXTERIOR DOOR MONITORING
- ES - ELECTRIC SHUT OFF
- D - EXTERIOR DOOR TIMER/MAGLOCK
- E - INGRESS COMMUNICATION SYSTEM
- F - EXTERIOR DOOR ALARM
- GS - GAS SHUT OFF
- G - VISITOR ACCESS SYSTEM
- RD - ROLL UP DOOR
- EL - ELEVATOR
- WS - WATER SHUT OFF
- (H1) - DOOR NUMBER



Harrisville Elementary School  
SOURCE: RITCHIE COUNTY SCHOOLS

## ATTACHMENT B, CONTINUED

### CURRENTLY APPROVED CEFP'S:

HANCOCK COUNTY  
MARSHALL COUNTY  
RITCHIE COUNTY  
TYLER COUNTY

**RFP# SBA10033**

**Attachment C: Cost Sheet**

Vendors must complete the cost sheet and should be submitted in a separated sealed envelope clearly marked "Cost Proposal". All quantities reflected in this cost sheet are for evaluation purposes only. Actual quantities may vary.

Description	Unit Cost	Estimated Qty.	Extended Cost
Cost per Square Foot or volume cost (per cubic foot) for information meeting the Mandatory Requirements	\$	40 million	\$
Cost per Square Foot or a volume cost (per cubic foot) for information meeting the Desirable Requirements	\$	40 million	\$
<b>Total Cost for Evaluation Purpose:</b>			
<b>Optional Pricing:</b>			
(Please describe and list associated costs)			

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, \_\_\_\_\_  
of \_\_\_\_\_, \_\_\_\_\_, as Principal, and \_\_\_\_\_  
of \_\_\_\_\_, \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_  
with its principal office in the City of \_\_\_\_\_, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_ (\$ \_\_\_\_\_) 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  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations  
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Principal Corporate Seal

\_\_\_\_\_  
(Name of Principal)

By \_\_\_\_\_

(Must be President or  
Vice President)

\_\_\_\_\_  
(Title)

Surety Corporate Seal

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals  
must be affixed, a power of attorney must be attached.**

AGENCY (A) \_\_\_\_\_  
RFQ/RFP# (B) \_\_\_\_\_

**Bid Bond**

- (A) WV State Agency  
(Stated on Page 1 "Spending Unit")  
Request for Quotation Number (upper  
right corner of page #1)
- (C) Your Company Name
- (D) City, Location of your Company
- (E) State, Location of your Company
- (F) Surety Corporate Name
- (G) City, Location of Surety
- (H) State, Location of Surety
- (I) State of Surety Incorporation
- (J) City of Surety Incorporation
- (K) Minimum amount of acceptable bid  
bond is 5% of total bid. You may state  
"5% of bid" or a specific amount on  
this line in words.
- (L) Amount of bond in figures
- (M) Brief Description of scope of work
- (N) Day of the month
- (O) Month
- (P) Year
- (Q) Name of Corporation
- (R) Raised Corporate Seal of Principal
- (S) Signature of President or Vice  
President
- (T) Title of person signing
- (U) Raised Corporate Seal of Surety
- (V) Corporate Name of Surety
- (W) Signature of Attorney in Fact of the  
Surety

NOTE: Dated, Power of Attorney with Raised  
Surety Seal must accompany this bid  
bond.

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned,  
\_\_\_\_\_(C)\_\_\_\_\_ of \_\_\_\_\_(D)\_\_\_\_\_, \_\_\_\_\_(E)\_\_\_\_\_,  
as Principal, and \_\_\_\_\_(F)\_\_\_\_\_ of \_\_\_\_\_(G)\_\_\_\_\_,  
\_\_\_\_\_(H)\_\_\_\_\_, a corporation organized and existing under the laws  
of the State of \_\_\_\_\_(I)\_\_\_\_\_, with its principal office in the City of  
\_\_\_\_\_(J)\_\_\_\_\_, as Surety, are held and firmly bound unto The State  
of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_(K)\_\_\_\_\_  
(\$ \_\_\_\_\_(L)\_\_\_\_\_) 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 \_\_\_\_\_(M)\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 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 time within which the Obligee may accept such bid: and said  
Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their  
hands and seals, and such of them as are corporations have caused their corporate  
seals to be affixed hereto and these presents to be signed by their proper officers,  
this \_\_\_\_\_(N)\_\_\_\_\_ day of \_\_\_\_\_(O)\_\_\_\_\_, 20 \_\_\_\_\_(P)\_\_\_\_\_.

Principal Corporate Seal

(R)

\_\_\_\_\_(Q)\_\_\_\_\_  
(Name of Principal)

By \_\_\_\_\_(S)\_\_\_\_\_  
(Must be President or  
Vice President)

\_\_\_\_\_(T)\_\_\_\_\_  
Title

(U)

Surety Corporate Seal

\_\_\_\_\_(V)\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_(W)\_\_\_\_\_  
Attorney-in-Fact

IMPORTANT -- Surety executing bonds must be licensed in West Virginia to  
transact surety insurance. Raised Corporate Seals must be affixed and a Power of  
Attorney must be attached.



# VENDOR PREFERENCE CERTIFICATE

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 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,**  
 Bidder is a partnership, association or corporation resident vendor and 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 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,**  
 Bidder is a 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; **or,**
- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 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; **or,**
- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 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 Bidder's affiliate's or 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; **or,**
- 4. **Application is made for 5% resident vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**
- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**
- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years

Bidder understands if the Secretary of 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) reject the bid; 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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of 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

**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.**

Bidder: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive

RFQ No. \_\_\_\_\_

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 owed 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

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

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: \_\_\_\_\_

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

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

My Commission expires \_\_\_\_\_, 20\_\_

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_