



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

# Solicitation

NUMBER
05130243

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ALAN CUMMINGS 304-558-2402

RFQ COPY  
 TYPE NAME/ADDRESS HERE

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DIVISION OF HIGHWAYS  
 JOBSITE  
 SEE SPECIFICATIONS

DATE PRINTED
11/30/2012

BID OPENING DATE: 12/19/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		968-27		
PRECAST CONCRETE THREE SIDED BRIDGE/CULVERT  THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF HIGHWAYS, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH PRECAST CONCRETE THREE SIDED BRIDGE CULVERT PER THE ATTACHED SPECIFICATIONS.  ***** THIS IS THE END OF RFQ 05130243 ***** TOTAL: _____						

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening.

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required

information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Question Submission Deadline: 12/17/2012

Submit Questions to:

Alan Cummings

2019 Washington Street, East

P.O. Box 50130

Charleston, WV 25305

Fax: 304-558-3970

Email: Alan.W.Cummings@WV.Gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including that made at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
6. **BID SUBMISSION:** All bids must be signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The bid delivery address is:

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

The bid should contain the information listed below on the face of the envelope or the bid may not be considered:

SEALED BID

BUYER: \_\_\_\_\_

SOLICITATION NO.: \_\_\_\_\_

BID OPENING DATE: \_\_\_\_\_

BID OPENING TIME: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus  convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE:        | Technical  
                       | Cost

7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when time stamped by the official Purchasing Division time clock.

**Bid Opening Date and Time:**

12/19/2012 - 1:30 P.M.

**Bid Opening Location:**

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

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.
9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

**GENERAL TERMS AND CONDITIONS:**

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
  
2. **DEFINITIONS:** As used in this Solicitation / Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation / Contract.
  - 2.1 **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
  
  - 2.2 **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods and services requested in the Solicitation.
  
  - 2.3 **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
  
  - 2.4 **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
  
  - 2.5 **"Purchase Order"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the successful bidder and Contract holder.
  
  - 2.6 **"Solicitation"** means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.
  
  - 2.7 **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
  
  - 2.8 **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

| | **Term Contract**

**Initial Contract Term:** This Contract becomes effective on   
  
 and extends for a period of  year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal must be submitted to the Purchasing Division Director thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to  successive one (1) year periods. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

**Reasonable Time Extension:** At the sole discretion of the Purchasing Division Director, and with approval from the Attorney General's office (Attorney General approval is as to form only), this Contract may be extended for a reasonable time after the initial Contract term or after any renewal term as may be necessary to obtain a new contract or renew this Contract. Any reasonable time extension shall not exceed twelve (12) months. Vendor may avoid a reasonable time extension by providing the Purchasing Division Director with written notice of Vendor's desire to terminate this Contract 30 days prior to the expiration of the then current term. During any reasonable time extension period, the Vendor may terminate this Contract for any reason upon giving the Purchasing Division Director 30 days written notice. Automatic extension of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases, but Attorney General approval may be required.

| | **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within  days.

| ✓ | **One Time Purchase:** The term of this Contract shall run for one year from the date the Purchase Order is issued or from the date the Purchase Order is issued until all of the goods contracted for have been delivered, whichever is shorter.

| | **Other:** See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Purchase Order will be considered notice to proceed
5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.
- | | **Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. 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.
  - | | **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
  - | | **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
  - |  | **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.
7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.
- | | **BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

| | **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of [ ]. The performance bond must be issued and received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

| | **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

| | **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

| | **WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.

| | **INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award:

| | **Commercial General Liability Insurance:**  
[ ] or more.

| | **Builders Risk Insurance:** builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.

[ | ] [ ]

[ | ] [ ]

[ | ] [ ]

[ | ] [ ]

[ | ] [ ]



The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

[ ]	[ ]	
[ ]	[ ]	
[ ]	[ ]	
[ ]	[ ]	

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

**9. LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

**10. ALTERNATES:** Any model, brand, or specification listed herein establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

**11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or

other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

**12. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount

defined within section 6.1 of the specification for delays in delivery

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

**13. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.

**14. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee if applicable.

**15. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

**16. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**17. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."

**18. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**19. DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.

**20. INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.

**21. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's

failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

- 22. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
- 23. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 24. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
- 25. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.
- 26. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 27. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 28. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.
- 29. PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage

requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

- 30. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
- 31. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). **No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.**
- 32. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 33. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 34. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
- 35. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
- 36. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- 37. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

- 38. HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at <http://www.state.wv.us/admin/purchase/vrc/hipaa.html> and is hereby made part of the agreement provided that the Agency meets the definition of a Covered entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the Vendor.
- 39. CONFIDENTIALITY:** The Vendor agrees that it 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/default.html>.
- 40. DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code § 29B-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

- 41. LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

- 42. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.
- 43. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this RFQ in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

The individual signing this bid on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

- 44. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

- 45. 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 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 Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose 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, 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.

- 46. 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 and hour laws.
- 47. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
- 48. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
- 49. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.
- 50. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:
- [    ] Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

- | | Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**51. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**52. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

- a. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total



contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

- b. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**53. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**CERTIFICATION AND SIGNATURE PAGE**

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

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Representative Name, Title)

\_\_\_\_\_  
(Phone Number)                      (Fax Number)

\_\_\_\_\_  
(Date)

**ADDENDUM ACKNOWLEDGEMENT FORM**

**SOLICITATION NO.:**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

\_\_\_\_\_  
Company

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

\_\_\_\_\_  
Date

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

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the Division of Highways to establish a contract for the one time purchase of a **Precast Concrete Three Sided Bridge/Culvert**.
  
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“Desired Item”** means **24 ft span by 6’-9<sup>5</sup>/<sub>8</sub>” rise by 40’ long Precast Concrete Three Sided Bridge/Culvert; complete with precast detachable headwalls, precast detachable wingwalls, and preformed foundation units for bridge and wingwalls.**
  
  - 2.2 **“Bid Evaluation Page”** means the page upon which Vendor should list its proposed price for the Desired Items in the manner requested by thereon. The Desired Item is either included on the last page of this RFQ or attached hereto as Exhibit A.
  
  - 2.3 **“RFQ”** means the official RFQ published by the Purchasing Division and identified as 05130243.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1 **Desired Items:** Vendor shall provide Agency with the Desired Items listed below.
    - 3.1.1 **Desired Item #1 – Precast Concrete Three Sided Bridge Segments**
      - 3.1.1.1 **Precast Concrete Three Sided Bridge Segments** - each segment must be 24 ft span by 6’-9<sup>5</sup>/<sub>8</sub>” rise by 8’ long.
  
      - 3.1.1.2 **Precast Concrete Three Sided Bridge Segments** must meet or exceed the HL-93 live loading conditions combined with structural dead loads and the loads contributed from soil pressures. Calculation of soil pressures shall be the responsibility of the vendor, and based on the unbalanced conditions as shown in the plans.

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**[05130243] [Precast Concrete Three Sided Bridge/Culvert]**

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**3.1.1.3** Precast Concrete Three Sided Bridge Segments must be shipped complete, with mechanical inserts and fasteners for attaching headwalls and wingwalls. Mechanical attachments and hardware associated with this three sided structural system shall be incidental to Item 1.

**3.1.2 Desired Item #2 – Precast Concrete Detachable Headwalls**

**3.1.2.1** Precast Concrete Detachable Headwalls must be 27'-10" length, with a 10'-8.5" start height to 8'-8.5" end height.

**3.1.2.2** Precast Concrete Detachable Headwalls must be impact rated in accordance with AASHTO LRFD Bridge Design Specifications 2007 edition. The load shall be HL-93 (HS-25) test level.

**3.1.2.3** Precast Concrete Detachable Headwalls must be delivered with inserts for top mounting guard rail posts. Note: inserts must provide guardrail posts to be plumb at final assembly.

**3.1.3 Desired Item #3 – Precast Concrete Detachable Wingwalls (for Abutment 1)**

**3.1.3.1** Precast Concrete Detachable Wingwalls (for Abutment 1) must be 10' length, with a 10'-5.5" start height to 6'-8" end height.

**3.1.4 Desired Item #4 – Precast Concrete Detachable Wingwalls (for Abutment 2)**

**3.1.4.1** Precast Concrete Detachable Wingwalls (for Abutment 2) must be 10' length, with a 8'-5.5" start height to 6'-8" end height.

**3.1.5 Desired Item #5 – Preformed Foundation Units – for Three Sided Bridge/Culvert**

**3.1.5.1** Preformed Foundation Units – for Three Sided Bridge/Culvert must be 2' high by 3' wide by 40'-1" long, and fully compatible with the bridge segments that will rest upon them.

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**3.1.5.2** Preformed Foundation Units – for Three Sided Bridge/Culvert must be designed to support all dead and live loads based on an allowable bearing pressure of 8,000 psf.

**3.1.6 Desired Item #6 – Preformed Foundation Units – for Wingwalls**

**3.1.6.1** Preformed Foundation Units – for Wingwalls must be 2' high by 2'-6" wide by 10' length, and be fully compatible with the wingwall units that will rest upon them.

**3.1.6.2** Preformed Foundation Units – for Wingwalls must be designed to support all dead and live loads based on an allowable bearing pressure of 8,000 psf.

**3.2 Mandatory Requirements:** Vendor must meet or exceed the mandatory requirements as shown below:

3.2.1 The following sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications Road and Bridges, adopted 2010 as modified by any Supplemental Specifications shall apply to the administration of this requisition: Sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

All items supplied under this requisition shall meet the requirements of the Standard Specifications, specifically (but not limited to) Section 620 of said specifications.

3.2.2 The following specific requirements are provided:

3.2.2.1 All items provided under this contract must be in conformance to the plans and specifications attached, or of an Approved Equal design.

3.2.2.2 All structural components must conform to the AASHTO HL-93 design.

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[05130243] [Precast Concrete Three Sided Bridge/Culvert]

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- 3.2.2.3 The entire Precast Concrete Three Sided Bridge/Culvert must be shipped and supplied with all shims, wedges, joint primer and sealants, filter fabric, grout and any other materials necessary for the installation of the entire system.
- 3.2.2.4 The Vendor shall be required to have a representative on site during assembly and back filling operations. At least two site visits are required. These site visits shall be considered incidental, and no additional compensation will be provided.
- 3.2.3 Alternate designs will be considered if approved by the District Five Bridge Engineer. Any design for a three sided structure must be one of the Bridge/Culvert systems on the approved "system list" as per section 620.2 of the Standard Specifications, except that two-piece systems will not be considered. Alternate designs must be submitted for approval and must comply with the mandatory requirements listed above and the following minimum criteria:
- 3.2.3.1 Alternate designs must be signed and sealed drawings and calculations must be submitted to the District 5 Bridge Engineer prior to bid date for review.
- 3.2.3.2 Alternate designs must be a single span/opening structure with a minimum hydraulic opening of 169 square ft.
- 3.2.3.3 Alternate designs must be open bottom structures.
- 3.2.3.4 Foundation components for alternate designs must be designed to support all dead load and live load based on an allowable bearing pressure of 8000 psf.
- 3.2.3.5 Alternate designs must provide a usable roadway width of 24'.
- 3.2.3.6 Alternate designs must accommodate a design discharge of 1019 cfs.

**[05130243] [Precast Concrete Three Sided Bridge/Culvert]**

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3.2.3.7 A geotechnical report in the form of core borings is attached, and any additional geotechnical information needed by the vendor is to be obtained at the vendor's expense.

**3.2.4** The terms "Contractor" and "Vendor" used in the above specifications or this requisition are interchangeable. Contractor shall mean Vendor and Vendor shall mean Contractor.

**3.2.5** West Virginia Department of Transportation, Division of Highways Standard Specifications Road and Bridges, adopted 2010 and the January 1, 2012 supplemental specifications may be obtained from:

WEST VIRGINIA DIVISION OF HIGHWAYS  
CONTRACT ADMINISTRATION DIVISION  
1900 KANAWHA BLVD, EAST  
BLDG. 5, ROOM A-729  
CHARLESTON, WV 25305  
PHONE (304) 558-2871

**3.2.6 Design Drawings:** Full size or half size copies of the design drawings for this project can be obtained by contacting:

WEST VIRGINIA DIVISION OF HIGHWAYS  
DISTRICT FIVE HEADQUARTERS, BRIDGE DEPARTMENT  
P.O. BOX 99  
BURLINGTON, WV 26710-0099  
PHONE (304) 289-2220

**3.2.7 Rejection:** Bridge/Culvert units shall be subject to rejection based on the criteria listed in section 620.5.10 of the Standard Specifications.

#### **4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price for the Desired Items. The Contract shall be awarded to the Vendor that provides the Desired Items meeting the required specifications for the lowest overall total cost as shown on the Bid Evaluation Page.



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[05130243] [Precast Concrete Three Sided Bridge/Culvert]

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**4.2 Bid Evaluation Page:** Vendor should complete the Bid Evaluation Page by filling in the Unit Price for each item, the Amount for the specified Quantity for that item, and the Total Amount for all items. Failure to bid all items shall be cause for rejection. Vendor should complete the Bid Evaluation Page in full, as failure to complete the Bid Evaluation Page in its entirety may result in Vendor's bid being disqualified.

Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate. Vendor should type or electronically enter the information into the Bid Evaluation Page to prevent errors in the evaluation.

**5. PAYMENT:**

**5.1 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract, except as noted under partial payment below.

**5.2 Partial Payment of Approved Bridge/culvert components:** Upon completion of manufacture and approval by the Division of Highways of all Bridge/Culvert components, specified on the Requisition Purchase Order, the vendor may invoice and the Division will pay for the cost of manufacturing the Bridge/Culvert components, not to exceed 65% of the total cost of the Bridge/Culvert components. Partial payment for Bridge/Culvert components shall be subject to the following conditions:

- 5.2.1 The vendor must request partial payment and furnish an official invoice for the manufactured and approved bridge/culvert components.
- 5.2.2 The partial payment invoice shall be accompanied by a surety bond equal to the invoiced amount guaranteeing delivery of all items specified on the Requisition Purchase Order.
- 5.2.3 The vendor shall furnish a statement of approved condition and exact storage location of the Bridge/Culvert components.
- 5.2.4 The vendor shall furnish a legal right-of-entry onto the storage site to Division of Highways' employees and/or agents for the purpose of inspecting, sampling, testing and removing any or all Bridge/Culvert components.

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5.2.5 The vendor shall certify that the stored Bridge/Culvert components are suitably marked and identified as property of the Division of Highways and will not be used for any purpose not designated by the Division.

**5.3 Vendor Invoice:** Vendors invoices must be submitted in original and one copy and contain the following:

5.3.1 Division of Highways Requisition Purchase Order number.

5.3.2 Total quantity and unit price with the total cost of each Item.

**NOTE:** Under no circumstance will the West Virginia Division of Highways, accept or pay for quantities of material in excess of the quantity stated on the Requisition Purchase Order.

**6. DELIVERY AND RETURN:**

**6.1 Shipment and Delivery:** Vendor should deliver the Desired Items in accordance with the following procedure after receiving a purchase order or notice to proceed. Desired Items must be delivered to agency at the project site shown on the location map.

Upon receipt of a State Purchase Order the Vendor shall submit shop drawings to the District Five Bridge Engineer within twenty (20) calendar days. Shop drawings must be approved by the Division of Highways prior to the manufacture of any component of the three sided Bridge/Culvert.

All components of the three sided Bridge/Culvert and accessories shall be available for delivery to the specified delivery site within (60) calendar days after Vendor's receipt of approved shop drawings. Should the vendor fail to have the bridge/culvert components available within the total 80 day requirement, the vendor may be subject to a penalty of \$100.00 per day. (Saturday's and Sunday's excluded.) Although this penalty may be waived (in whole or in part) by the Engineer subject to prior written approval of Vendors requested justification.

The Division of Highways requires that all components of the three sided bridge/culvert be delivered within a 15 calendar day period. Should the Vendor fail to meet this delivery requirement, the vendor shall be assessed a penalty of \$2,000.00 per day (Saturday's, Sunday's and Federal Holiday's excluded) up to a maximum of \$10,000.

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Prior to delivery, all Bridge/Cculvert components, Accessories shall be inspected for acceptance in accordance with Section 601 and Section 620 of the Standard Specifications.

**6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if the shipment of the Desired Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for:

6.2.1 Cancellation of the Contract, and

6.2.2 Obtaining the Desired Items from a third party.

Any Agency seeking to obtain the Desired Items from a third party under this provision must first obtain approval of the Purchasing Division.

**6.3 Delivery Payment/Risk of Loss:** Vendor shall deliver the Desired Items F.O.B. destination to the Agency's designated location.

**6.4 Return of Unacceptable Items:** If the Agency deems the Desired Items to be unacceptable, the Desired Items shall be returned to Vendor at Vendor's expense and with no charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

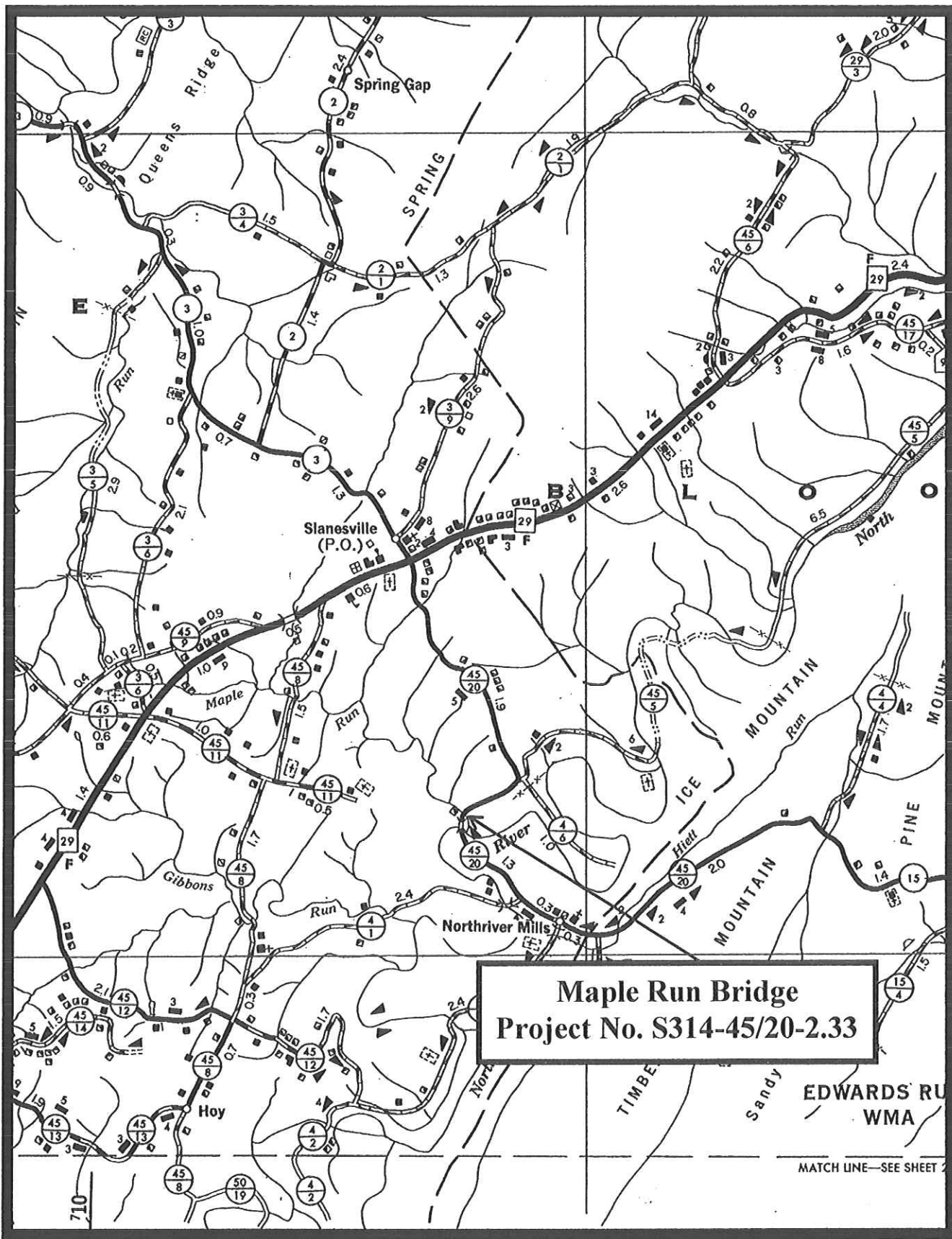
**6.5 Return Due to Agency Error:** Because of the nature of these items, anything ordered by the Agency in error will be accepted by the Agency at no cost to the Vendor.

## Bid Evaluation Page

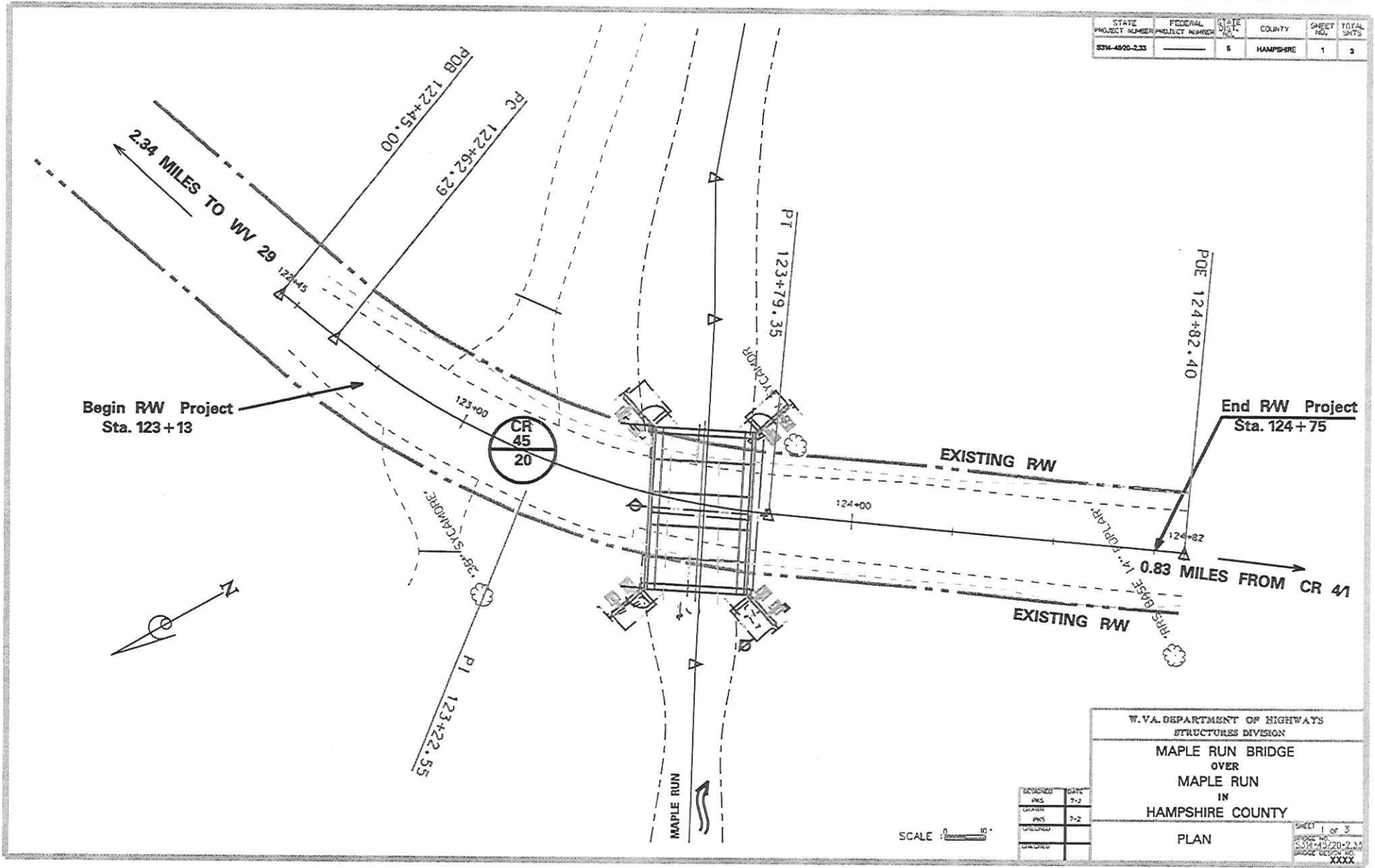
**RFQ#: 05130243**

**Exhibit "A"**

Item Number	Quantity	Unit of Measure	Description	Make/Model	Unit Price	Extended Amount
1	5	each	Precast concrete three sided bridge segments. 24' span by 6' - 9 5/8" rise by 8' long.	Contech/O-Series (0324) (or approved equal)		
2	2	each	Precast concrete detachable headwall. 27' - 10" long, 10' - 8 1/2" start height to 8' - 8 1/2" end height.	Contech/O-Series (0324) (or approved equal)		
3	2	each	Precast concrete detachable wingwalls (abutment 1). 10' length, 10' - 5 1/2" start height to 6' - 8" end height.	Contech/O-Series (0324) (or approved equal)		
4	2	each	Precast concrete detachable wingwalls (abutment 2). 10' length, 8' - 5 1/2" start height to 6' - 8" end height.	Contech/O-Series (0324) (or approved equal)		
5	2	each	Preformed foundation units for three sided bridge/culvert. 2' high by 3' wide by 40' - 1".	Contech/Express (or approved equal)		
6	4	each	Preformed foundation units for wingwalls. 2' high by 2' - 6" wide by 10'.	Contech/Express (or approved equal)		
<b>Grand Total</b>						\$ -



STATE PROJECT NUMBER	FEDERAL PROJECT NUMBER	STATE DIST. NO.	COUNTY	SHEET NO.	TOTAL SHEETS
5314-4920-233		5	HAMPSHIRE	1	3



Begin RW Project  
Sta. 123+13

End RW Project  
Sta. 124+75

W.VA. DEPARTMENT OF HIGHWAYS  
STRUCTURES DIVISION

**MAPLE RUN BRIDGE  
OVER  
MAPLE RUN  
IN  
HAMPSHIRE COUNTY**

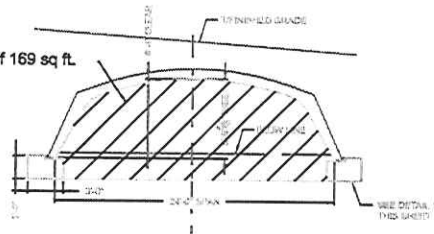
PLAN

SCALE: 1" = 50'

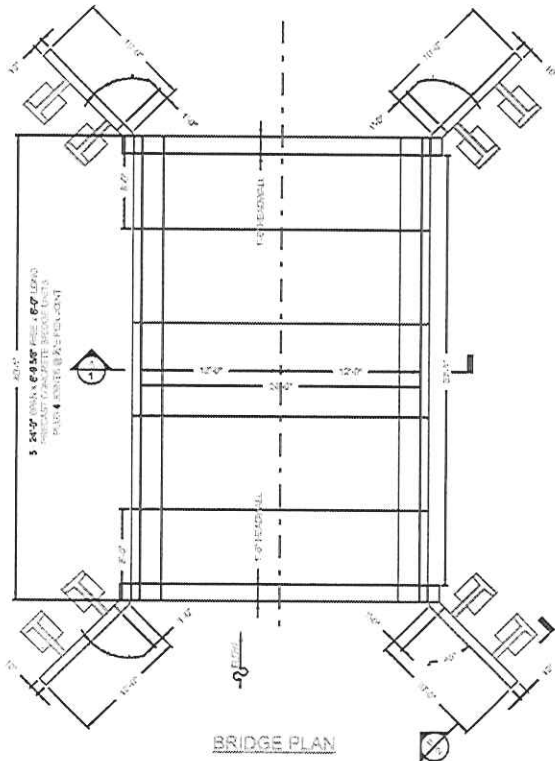
DESIGNED	DATE
AMS	7-2
AMS	7-2
AMS	
AMS	

SHEET 1 of 3  
5314-4920-233  
BRIDGE DESIGN NO. XXXX

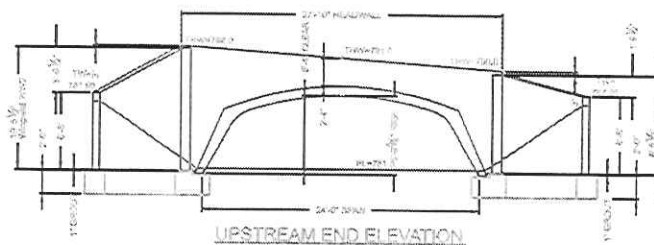
Calculated flow area of 169 sq ft.



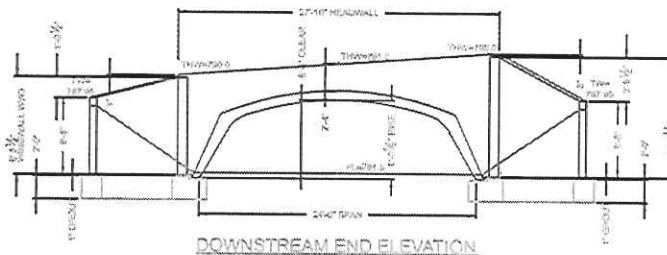
SECTION



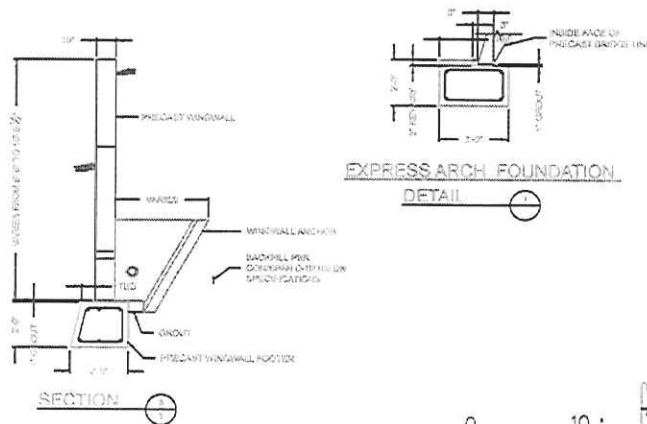
BRIDGE PLAN



UPSTREAM END ELEVATION



DOWNSTREAM END ELEVATION



EXPRESS ARCH FOUNDATION DETAIL

SCALE : 0 10'

STATE PROJECT NUMBER	FEDERAL PROJECT NUMBER	STATE DIST.	COUNTY	SHEET NO.	TOTAL SHEETS
3314-4920-233		L	HAMPSHIRE	2	3

**General Notes**

1. The information provided on this sheet is intended only as a guide, to be used in develop of the plans for general conformity to the site conditions and to provide depictions of the required span, breadth, and height of the structure and wingwalls. The vendor is required to design the structure to satisfy all dead and live load conditions as outlined in the RFQ and the Design Criteria below.

2. Alternate configurations will be considered provide that the design meets the requirements outlined in the RFQ

3. During installation a representative of the manufacturer shall be present during the first three days the structure is being placed in accordance with Section 620.6.1.2 of the standard specifications.

4. Backfill and placement will be in accordance with Section 620.6.1.4 of the Standard Specifications. Gradation requirements will be as determined by the manufacturer/ designer of the three sided structure. The Division of Highways will perform gradation and compaction testing by a certified compaction inspector.

**Design Criteria for the Three Sided Structure**

Maximum Allowable Headwater Elevation is 786.79

Maximum Allowable Velocity Through the Culvert is 6.742 ft per sec

Tailwater Depth used for Design is 6.89'

Maximum required open end area is 169 sq ft

The bearing Capacity to be used for the Design of the foundation, at the required location is 8 ksf

Geotechnical information in the form of Core Borings are attached to the RFQ

The Design year ADT 170 vpd

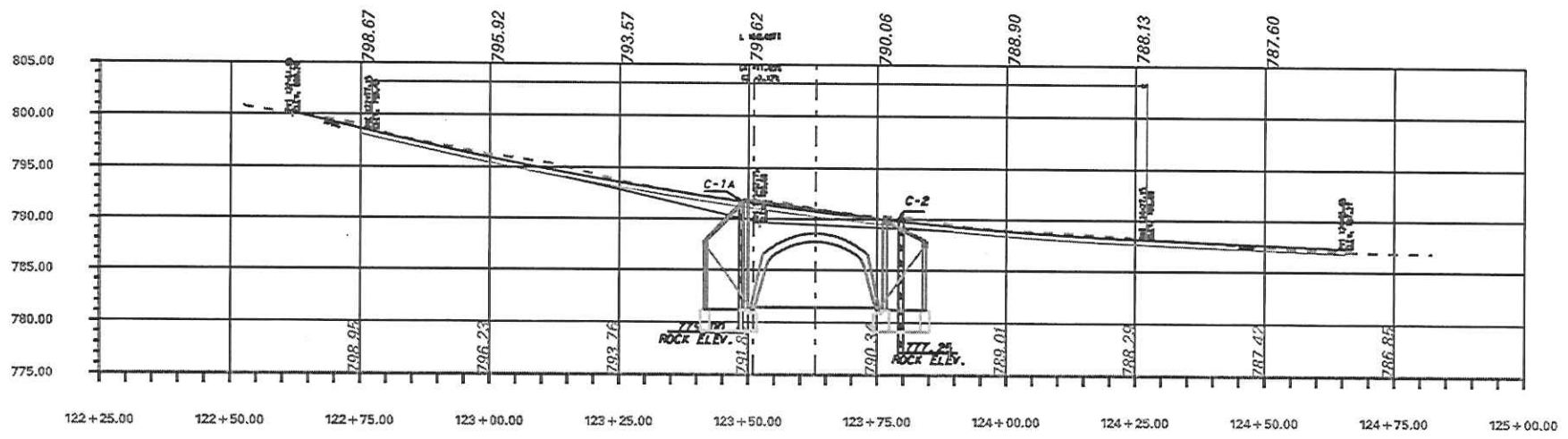
The Design Discharge is used for the above hydraulic Information is 1019 cfs

W. VA. DEPARTMENT OF HIGHWAYS  
STRUCTURES DIVISION  
MAPLE RUN BRIDGE  
-----  
OYEB  
MAPLE RUN  
-----  
IN  
-----  
HAMPSHIRE COUNTY  
-----  
Three sided Bridge/Culvert

DESIGNED	DATE
PKS	10-12
UPDAT	
PKS	10-12
UPLOGG	
DATE	

SHEET 2 of 3  
3314-4920-233  
BRIDGE NO.  
BRIDGE DESIGN NO.  
XXXX

STATE PROJECT NUMBER 5334-4020-233 5000-SDRRW-13	FEDERAL PROJECT NUMBER	STATE DIST. NO.	COUNTY	SHEET NO.	TOTAL SHEETS
		5	HAMPSHIRE	3	3



W. VA. DEPARTMENT OF HIGHWAYS  
STRUCTURES DIVISION

MAPLE RUN BRIDGE  
OVER  
MAPLE RUN  
IN  
HAMPSHIRE COUNTY

PROFILE

DESIGNED PKS	DATE 7-10
DRAWN KPS	7-12
CHECKED	
APPROVED	

SCALE: 1" = 10'

SHEET 3 OF 3  
PROJECT NO. 5334-4020-233  
BRIDGE DESIGN NO. XXXX



Stanesville

PROJECT: 14-45/20-2.34

LOCATION: Maple Run Bridge

STARTED: 3-25-98 FINISHED: 33

COUNTY: HAMPSHIRE

DRILLER: Fly

HELPER: GR

SHOW ON LOCATION MAP

1-HOLE LOCATION WITH MEASUREMENTS

2-STREAM FLOW ARROW

3-WING WALL IF ANY

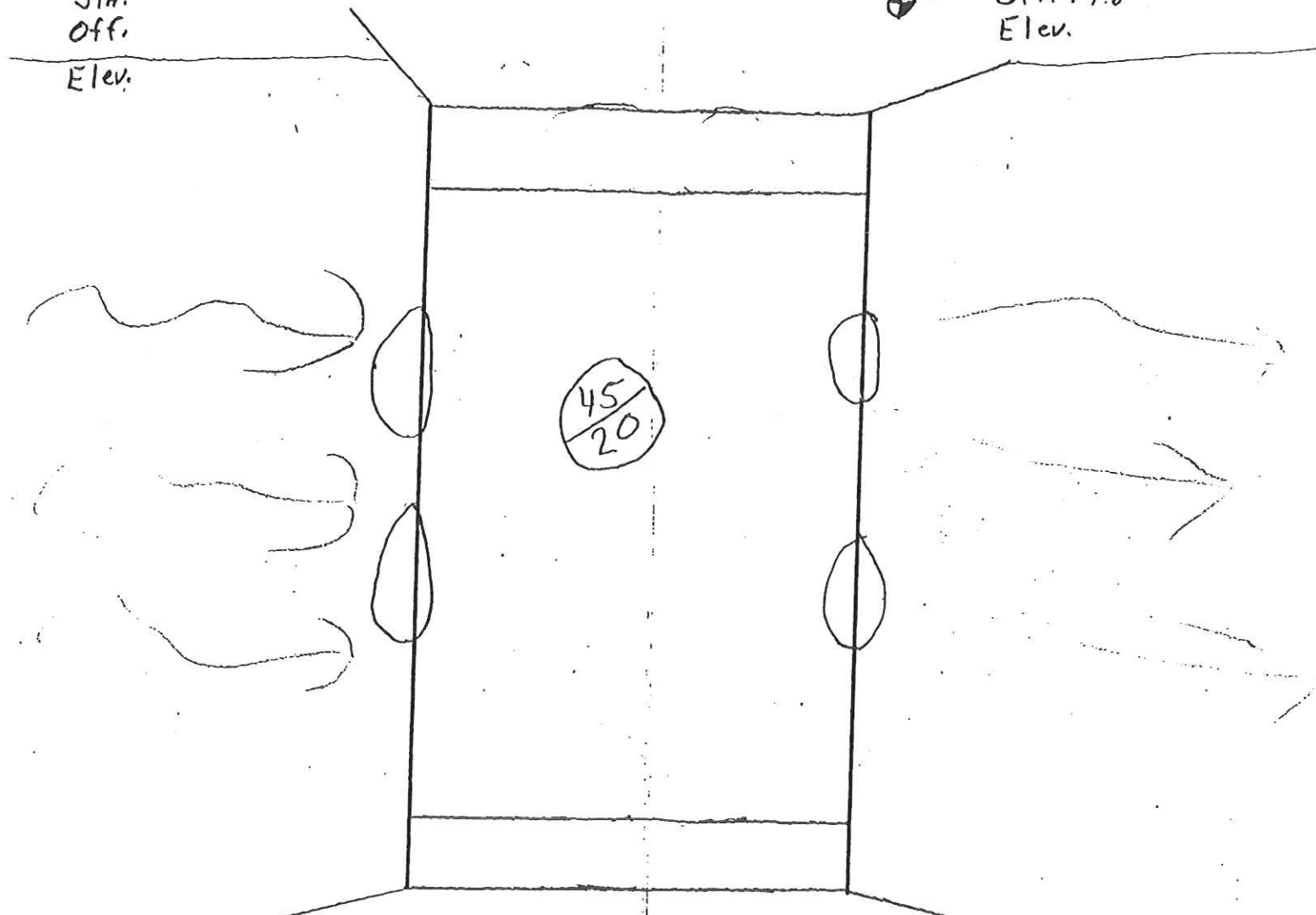
4-BENCH MARK AND STATIONS

5-STREAM BANKS

TO U.S. CO. RT. 29

C-1  
STA. = 8.6 LT @  
OFF. = 14.8  
Elev.

C-  
Sta.  
Off.  
Elev.



C-  
Sta.  
Off.  
Elev.

C-  
Sta.  
Off.  
Elev.

TO U.S. / CO. RT.

requested 12/23/97  
received 4/19/98



WEST VIRGINIA DIVISION OF HIGHWAYS  
 MATERIALS CONTROL SOILS&TESTING DIVISION  
 TEST BORING REPORT

OPEN X  
 CLOSE

PRO.S314-45/20-2.39

SLIDE N/A	HOLE C-1	LAB N/A	BIT1 N/A	ROCK QUALITY DESCRIPTION %
BRIDGE N/A	STATION FROM CULVERT -16	DATE START. 03-26-98	DRILLED ON: LAND	0 -25 V-POOR
COUNTY HAMPSHIRE	OFFSET:10.0 LT/CL	DATE FINISH.	H2O DEPTH.N/A HRS.	25-50 POOR
DISTRICT	SUR.ELEV. 500.20	DRILL FLUID WATER	INSTALLED:N/A	50-75 FAIR
ENTERED BY HENSON	DRILL NO. 641018	LOGGED BY:WILSON	WELL DEPTH.N/A	75-90 GOOD
				90-100 EXCELLENT

DEPTH		TYPE OF DRILLING	ELEV.	SOIL ROCK DESCRIPTION	SPLIT SPOON			CORE/RQD			ROCK QUALITY DESCRIPTION %	
FROM	TO				BLOWS	HARDNS.	COLOR	LIM	CORE	RQD	REC.	REC.
0.0	5.0	AUGER	-495.2	HARD BOULDERS & SAND			SOFT	MOTTLED				
5.0	5.1	SPOON	-495.1	HARD BOULDERS & SAND	50		SOFT	MOTTLED				
5.1	15.1	CORE	-485.1	SANDSTONE BOULDERS			HARD	MOTTLED	10.0	4.3	1.7	17 43
15.1	16.8	CORE	-483.4	SANDSTONE BOULDERS			HARD	RED	1.7	0.9	0.6	35 53
			-500.2	NOT FINISHED								
			-500.2									
			-500.2									
			-500.2									
			-500.2									
			-500.2									
			-500.2									
			-500.2									
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			-500.2									
			-500.2									
			-500.2									
			-500.2									
			-500.2									

TYPE OF DRILLING	INSTALLED	LIMITS
AUGER-AUG SPLIT SPOON-SPO REFUSAL-REF	SI-SLOPE INDICATOR	BPL BELOW PLA LIM NULL NEAR LIQUID LIMIT
ROCK BIT-RB SHELBY TUBE-ST	WW-WATER WELL	NPL NEAR PLA LIM +LL BEYOND LIQUID LIMIT
CORE-CO BOTTOM OF HOLE-BOH		+PL BEYOND PLA LIM DRY DRY SOILS

WEST VIRGINIA DIVISION OF HIGHWAYS  
MATERIALS CONTROL SOILS&TESTING DIVISION  
TEST BORING REPORT

OPEN X  
CLOSE

PRO.S314-45/20-2.39

SLIDE N/A

BRIDGE N/A

COUNTY HAMPSHIRE

DISTRICT 05

ENTERED BY HENSON

HOLE C-1A

STATION 8.6

OFFSET:-14.8

SUR.ELEV. 500.80

DRILL NO. 641018

LAB N/A

DATE START. 03-30-98

DATE FINISH.03-30-98

DRILL FLUID WATER

LOGGED BY:GARRISON

BIT1 N/A

DRILLED ON: LAND

H2O DEPTH.N/A HRS.

INSTALLED:N/A

WELL DEPTH.N/A

ROCK QUALITY  
DESCRIPTION %

0 -25

25-50

50-75

75-90

90-100

V-POOR

POOR

FAIR

GOOD

EXCELLENT

DEPTH		TYPE OF DRILLING	ELEV.	SOIL ROCK DESCRIPTION	SPLIT SPOON			SOIL ROCK COLOR	CORE/RQD			RQD-ROCK		
FROM	TO				BLOWS	140	150		HARDNS.	LIM	CORE	CORE	RQD	REC.
0.0	5.0	AUGER	-495.8	SHALEY CLAY				M.STIFF	BROWN					
5.0	6.5	SPOON	-494.3	SHALEY CLAY	2	3	4	M.STIFF	BROWN					
6.5	10.0	AUGER	-490.8	SHALEY CLAY				M.STIFF	BROWN					
10.0	10.5	SPOON	-490.3	BOULDERS	50			HARD	BROWN					
10.5	12.8	AUGER	-488.0	SANDSTONE BOULDER				HARD	BROWN					
12.8	22.8	CORE	-478.0	SANDSTONE				V.HARD	GREY	10.0	9.2	6.8	68	92
	22.8	B.O.H.	-478.0											
			-500.8											
			-500.8											
			-500.8											
			-500.8											
			-500.8											
			-500.8											
			-500.8											
			-500.8											
			-500.8											
			-500.8											
			-500.8											
			-500.8											
			-500.8											

TYPE OF DRILLING	INSTALLED	N/A NOT AVAILABLE	LIMITS
AUGER-AUG SPLIT SPOON-SPO REFUSAL-REF	SI-SLOPE INDICATOR		BPL BELOW PLA LIM NLL NEAR LIQUID LIMIT
ROCK BIT-RB SHELBY TUBE-ST	WW-WATER WELL		NPL NEAR PLA LIM +LL BEYOND LIQUID LIMIT
CORE-CO BOTTOM OF HOLE-BOH			+PL BEYOND PLA LIM DRY DRY SOILS

WEST VIRGINIA DIVISION OF HIGHWAYS  
 MATERIALS CONTROL SOILS & TESTING DIVISION  
 TEST BORING REPORT

OPEN  
 CLOSE X

PRO. S314-45/20-2.39  
 SLIDE N/A  
 BRIDGE N/A  
 COUNTY HAMPSHIRE  
 DISTRICT  
 ENTERED BY HENSON

HOLE C-2  
 STATION CULVERT +12.0  
 OFFSET: 13.5 RT/CL  
 SUR. ELEV.  
 DRILL NO. 641018

LAB N/A  
 DATE START. 03-25-98  
 DATE FINISH. 03-25-98  
 DRILL FLUID WATER  
 LOGGED BY: WILSON

BITI N/A  
 DRILLED ON: LAND  
 H2O DEPTH. N/A HRS.  
 INSTALLED: N/A  
 WELL DEPTH. N/A

ROCK QUALITY  
 DESCRIPTION %  
 0-25 V-POOR  
 25-50 POOR  
 50-75 FAIR  
 75-90 GOOD  
 90-100 EXCELLENT

DEPTH		TYPE OF DRILLING	ELEV.	SOIL ROCK DESCRIPTION	SPLIT SPOON			SOIL ROCK COLOR	CORE/RQD			ROCK QUALITY		
FROM	TO				BLOWS	HARDNS.	LIM		CORE	CORE	RQD	REC.	REC.	
					5	1.0	1.5	ITS	RUN	REC.	10M	%	%	
0.0	5.0	AUGER	5.0	SANDY CLAY & HARD BOULDERS				HARD	MOTTLED					
5.0	5.3	SPOON	5.3	SANDY CLAY & HARD BOULDERS	50			SOFT	MOTTLED					
5.3	10.0	AUGER	10.0	SANDY CLAY & HARD BOULDERS				SOFT	MOTTLED					
10.0	10.3	SPOON	10.3	SANDY CLAY & HARD BOULDERS	50			SOFT	MOTTLED					
10.3	13.0	AUGER	13.0	SANDY CLAY & HARD BOULDERS				SOFT	MOTTLED					
13.0	13.1	SPOON	13.1	SANDSTONE	50			REFUSAL	GREY					
13.1	23.1	CORB	23.1	SANDSTONE FINE GRAIN				HARD	GREY	10.0	9.4	5.0	50	94
	23.1	B.O.H	23.1											

TYPE OF DRILLING: AUGER-AUG, SPLIT SPOON-SPO, ROCK BIT-RB, SHELBY TUBE-ST, CORE-CO, BOTTOM OF HOLE-BOH  
 INSTALLED: SI-SLOPE INDICATOR, WW-WATER WELL  
 N/A NOT AVAILABLE  
 LIMITS: BPL BELOW PLA LIM, NLL NEAR LIQUID LIMIT, NPL NEAR PLA LIM, +LL BEYOND LIQUID LIMIT, +PL BEYOND PLA LIM DRY DRY SOILS

State of West Virginia

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.
7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules. Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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: \_\_\_\_\_

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** \_\_\_\_\_