



RFP # 27-0005

Campus Master Plan & Facility Assessment Services

Questions will be received until 3:00 PM, Friday, October 9, 2026

Proposals will be received until 10:00 AM, Wednesday, November 4, 2026

Proposals will be opened 10:05 AM, Wednesday, November 4, 2026

REQUEST FOR PROPOSALS 27-0005
Campus Master Plan & Facility Assessment Services

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RFP Checklist

The following pages must be returned in order for your bid to be considered.

Page #	Description	Initial
3	RFP Checklist	_____
15	Designated Contact Form	_____
31	Exhibit D: RFP Certification	_____
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33	Appendix 1: Contractor Notice	_____
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I certify that I have read the above and the necessary pages are present in my bid.

By submitting a bid, I agree to abide by all terms and conditions for the RFB which will be incorporated by reference to any contract resulting from this RFB.

Signature

Printed Name/Title

Date

REQUEST FOR PROPOSALS

RFP 27-0005

SECTION 1: GENERAL INFORMATION

1.1 Introduction: West Liberty University (WLU) is currently seeking proposals from qualified consulting firms to provide comprehensive campus master planning and facility assessment services.

The University seeks a long-range planning partner to assist in evaluating current campus facilities, infrastructure, land use, space utilization, deferred maintenance needs, and future capital investment priorities.

The resulting plan should provide a practical and actionable roadmap to guide institutional decision making, capital investments, infrastructure improvements, and campus development over the next ten (10) to twenty (20) years.

1.2 Instructions to bidders: **See Exhibit A for bidder instructions.**

1.3 General Terms and Conditions: **See Exhibit B.**

1.4 Posting of Information: This RFP and any addenda, including answers to questions, will be posted in the WLU purchasing office, on the business office website as well as being sent via email to vendors who indicate an intent to participate.

1.5 Proposals shall remain in effect ninety (90) days from the submission date.

1.6 Expenses: The state will not be held liable for any expenses incurred by any bidder responding to this RFP including expenses to prepare or deliver the proposal or attend any oral presentation.

1.7 Interviews: Discussions and/or interviews may be held with the bidders under final consideration prior to making a selection for award; however, the contract may be awarded without such discussions or interviews.

1.8 Award: It is anticipated that a single contract will be awarded for this project. However, the state reserves the right to configure the contract in whatever manner is in its’ best interests.

1.9 Inquiries: Inquiries regarding specifications of this RFP or regarding the procurement process in general must be submitted in writing to the Director of Purchasing by 3:00 PM, October 9, 2026. All inquiries of specification clarification must be address to:

West Liberty University
ATTN: Patrick Kelly, Director of Purchasing
208 University Dr.
CUB 109
West Liberty, WV 26074

Or

Patrick.kelly@westliberty.edu

1.10 Schedule of Events:

RFP Released9/21/2026

Request for Proposals 27-0005	Vendor _____
Pre-Bid Meeting.....	10/6/2026
Vendor’s Written Questions Submission Deadline.....	10/9/2026
Addendum Issued.....	10/13/2026
Bid Due Date.....	11/4/2026
Bid Opening Date.....	11/4/2026
Interviews of Finalists.....	Week of 11/16/26
Contract Awarded.....	11/30/2026
Work to Begin.....	1/4/2027

SECTION 2: BACKGROUND INFORMATION

WLU is a Division II four-year University located in a picturesque, rural setting in Ohio County, in the northern panhandle of West Virginia. Predating the statehood of West Virginia, WLU was founded in 1837. The university campus is located in the town of West Liberty along WV Route 88 approximately 11.5 miles from the county seat of Wheeling, WV and 175 miles from the capital of Charleston, WV. West Liberty is convenient to several major cities with Pittsburgh, PA located 54 miles to the east, Columbus, OH located 138 miles to the west, and Cleveland, OH located 150 miles to the northwest.

WLU has a student population of approximately 2250 students in 25 undergraduate and 14 graduate programs. Full-time students number approximately 1600. Historically, the university experiences a 9-10% drop in enrollment in the spring semester. The WLU campus residence halls have a capacity of about 1300 beds and a single campus dining facility operated by a third-party partner. The campus also boasts a student union with several retail dining options meeting space, and our bookstore, operated by a third-party partner. The university has approximately 300 full-time employees.

WLU boasts a proud athletic tradition, competing in the Mountain East Conference as the Hilltoppers. West Liberty currently fields eighteen men’s and women’s teams. Some 500 student-athletes are proud to represent the university in competition. The campus also has a strong Greek Life presence, intramural sports and other clubs and organizations to round off campus life.

WLU seeks to develop a comprehensive campus master plan that:

- Supports the institutional strategic plan
- Aligns facilities and infrastructure with academic priorities
- Addresses deferred maintenance and facility renewal needs
- Improves student experience
- Supports financial sustainability
- Establishes short-, mid-, and long-term capital priorities

Project Goal: The selected vendor shall assist WLU in strategic planning, facilities assessment, space utilization, enrollment and student experience, capital planning, and financial feasibility. Vendor will provide a comprehensive plan in draft to the University no later than August 1, 2027 with a final plan to be presented and approved by the University Board of Governors no later than October 2027.

SECTION 3: SCOPE OF SERVICES

3.1 This RFP may contain mandatory provisions identified by the use of the words “must, will and shall”. Failure to comply with a mandatory term in the RFP will result in bid disqualification.

3.2 West Liberty University is soliciting Expressions of Interest for an architecture firm to develop a master plan which integrates the University's mission and strategic plan which support the University's goals. Professional services shall include, but not be limited to, the requirements identified in WV Code § 18B-19-4 Campus Development Plans. These requirements are WV Code that indicates what campus master plans must consist of and are identified below:

§18B-19-4. Campus development plans.

(a) Each governing board shall update its current campus development plan and submit the updated plan to the commission or council, as appropriate. The submission of a plan or updated plan to the council is for approval. A campus development plan shall be adopted by each governing board for a 10-year period and shall align with criteria specified in the following sources:

- (1) The system capital development oversight policy;*
- (2) The institution's approved master plan; and*
- (3) The current campus development plan objectives.*

(b) Campus development plans are intended to be aspirational; however, an institution's plan shall be appropriate to its size, mission, and enrollment and to the fiscal constraints within which the institution operates. At a minimum the campus development plan shall include the following:

- (1) The governing board's development strategy;*
- (2) An assessment of the general condition and suitability of buildings and facilities, including deferred maintenance, life-safety and building code issues, ADA requirements, and energy efficiency;*
- (3) An assessment of the impact of projected enrollment and demographic changes on building and facility needs;*
- (4) A comprehensive list of major deferred maintenance projects, individually exceeding \$75,000 in cost, that need to be addressed for each campus by building or facility including an estimated cost for each;*
- (5) An analysis as to all buildings and facilities as to the need for renovations, additions, demolition, or any combination thereof;*
- (6) A list of major site improvements that are needed, including vehicular and pedestrian circulation, parking, and landscaping;*
- (7) An analysis of telecommunications, utilities, and other infrastructure improvements that are needed;*
- (8) A delineation of clear property acquisition boundaries that are reasonably appropriate for campus expansion;*
- (9) A list of proposed new facilities and building sites;*
- (10) A list of capital projects in priority order;*
- (11) Estimates of the timing, phasing, and projected costs associated with individual projects;*
- (12) If an institution has multiple campuses in close proximity, a delineation of how the campuses should interact and support each other to minimize duplication of facilities, improve efficiency and be aesthetically compatible;*
- (13) A statement of the impact of the plan upon the local community and the input afforded local and regional government entities and the public with respect to its implementation; and*
- (14) Any other requirement established by the commission and council in the rules required by §18B-19-17 of this code.*

(c) Campus development plans shall incorporate all current and proposed facilities, including educational and general and auxiliary facilities.

(d) Not later than the next regularly scheduled meeting of the commission or council, as applicable, following the fifth anniversary date after the commission receives or council approves, as appropriate, the development plan of a governing board the governing board shall report on the progress made in the first five years to implement the campus development plan for each campus under its jurisdiction. In addition, the governing board shall report on its plans to implement the remaining five-year period of its campus development plan.

(e) Each governing board shall update its campus development plan at least once during each 10-year period and any update shall be submitted to the commission or council, as appropriate and those submitted to the council are subject to the approval of the council.

(f) A governing board may not implement a campus development plan or plan update that has not been submitted to the commission or submitted to and approved by the council, as appropriate.

3.3 General Requirements: The selected vendor shall provide all materials, labor, and supervision required to produce a comprehensive campus master plan.

3.4 The campus plan will at a minimum address the following:

Strategic Planning

- Aligning campus development with institutional mission and strategic goals.
- Identifying opportunities to improve operational efficiency.
- Evaluating future growth, consolidation, or repurposing opportunities.

Facilities Assessment

- Evaluating existing buildings and infrastructure.
- Identifying deferred maintenance needs.
- Assessing building utilization and functionality.
- Evaluating campus infrastructure systems.

Space Utilization

- Reviewing classroom utilization.
- Reviewing laboratory utilization.
- Reviewing office utilization.
- Evaluating student support and common spaces.
- Identifying opportunities for improved space management.

Enrollment and Student Experience

- Evaluating enrollment trends.
- Assessing student service needs.

- Evaluating housing, dining, and recreation facilities.
- Identifying improvements that support recruitment and retention.

Capital Planning

- Developing capital improvement priorities.
- Identifying near-, medium-, and long-term projects.
- Establishing project prioritization criteria.
- Identifying estimated order-of-magnitude project costs.

Financial Feasibility

- Evaluating the financial implications of recommended projects.
- Identifying potential funding sources including projects that could be funded in this manner.
- Considering debt-financed and non-debt-financed options.
- Providing recommendations that acknowledge fiscal constraints.

3.5 Services: The vendor shall provide services including but not limited to:

Phase 1: Project Initiation

- Conduct kickoff meetings.
- Develop project schedule.
- Establish stakeholder engagement plan.
- Identify key institutional stakeholders.

Phase 2: Existing Conditions Assessment

Review and assess:

- Campus buildings.
- Campus infrastructure.
- Utility systems.
- Parking assets.
- Pedestrian circulation.
- Open space and site conditions.
- ADA Accessibility considerations.

Deliverable:

- Existing Conditions Report.

The consultant shall conduct engagement activities with:

- University leadership.
- Faculty.
- Staff.
- Students.
- Board representatives.
- Community stakeholders.

Methods may include:

- Workshops.
- Focus groups.
- Surveys.
- Public meetings.

Deliverable:

- Stakeholder Engagement Summary.

Phase 4: Facilities and Space Analysis

Evaluate:

- Academic facilities.
- Administrative facilities.
- Student support facilities.
- Residential facilities.
- Athletic and recreational facilities.
- Special-use spaces.

Deliverables:

- Space Utilization Analysis.
- Facilities Assessment Summary.

Phase 5: Future Planning and Alternatives

Develop multiple planning scenarios addressing:

- Campus development.

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Vendor _____

- Building renovation opportunities.
- Infrastructure investments.
- Future facility needs.
- Space optimization opportunities.

Deliverable:

- Planning Alternatives Report.

Phase 6: Capital Prioritization

Develop:

Short-Term Priorities (1-5 Years)

Mid-Term Priorities (5-10 Years)

Long-Term Priorities (10-20 Years)

Include:

- Project descriptions.
- Estimated costs.
- Priority rankings.
- Potential funding strategies.

Deliverable:

- Capital Improvement Roadmap.

Phase 7: Final Master Plan

Prepare:

- Final Campus Master Plan.
- Executive Summary.
- Presentation materials.
- Board-ready presentation.

3.6 Deliverables: At a minimum, the consultant shall provide:

1. Project Work Plan
2. Existing Conditions Assessment
3. Stakeholder Engagement Report
4. Space Utilization Analysis

5. Facilities Assessment Summary
6. Planning Alternatives Report
7. Capital Improvement Roadmap
8. Final Campus Master Plan
9. Executive Summary
10. Board Presentation Materials

3.6.1 Electronic deliverables shall be provided in editable and PDF formats.

3.6.2 All deliverables become the property of West Liberty University.

3.6.3 An interim existing conditions and findings report is to be provided at the midpoint of the engagement, and no fewer than two (2) revision drafts of the Master Plan for University comment prior to the final draft.

3.7 Presentation: Vendor will at a minimum provide a presentation of the Master Plan to the West Liberty University Board of Governors and provide presentation support through submission of the plan to the West Virginia Higher Education Policy Commission.

3.7 Consultant qualifications

The University seeks firms with demonstrated experience in:

- Public higher education planning.
- Campus master planning.
- Facilities assessments.
- Deferred maintenance planning.
- Capital planning.
- Enrollment-based planning.
- Strategic facilities planning.

Preference may be given to firms with experience serving:

- Regional public universities.
- Rural institutions.
- Public institutions within Appalachia.
- Institutions experiencing enrollment or demographic challenges.

SECTION 4 VENDOR INFORMATION AND QUALIFICATIONS

Provide a statement/response to each of the following:

4.1 Qualifications and Experience: Vendors will provide a firm profile with at minimum:

- Firm overview.
- Years in business.
- Office locations.
- Organizational structure.

4.2 Relevant Experience: Describe at least five (5) comparable higher education engagements completed within the last ten (10) years. Include:

- Client name.
- Institution size.
- Project scope.
- Project cost.
- Completion date.

4.3 Project Team: Identify the personnel assigned to the engagement and provide:

- Roles.
- Qualifications.
- Relevant experience.
- Resumes.

4.4 Project Approach: Describe:

- Planning methodology.
- Stakeholder engagement strategy.
- Data collection methods.
- Deliverable development process.

4.5 References: Provide at least three (3) references for comparable higher education projects.

- Customer name & address of property,
- Contact name, email address and phone number
- Brief description of the project
- Final cost of the project

4.6 Pricing: To be provided in a separate, clearly marked document:

- Fixed fee.
- Detailed breakdown by phase.

- Reimbursable expenses.
- Optional services, if any.

4.6.1 This separate fee document cannot be included in the technical proposal. It must be a separate, clearly marked document in a separate, sealed envelope or sent via a separate email, clearly marked as pricing proposal.

4.6.2 Inclusion of pricing in the technical bid may be considered grounds for disqualification.

SECTION 5: BIDDER RESPONSE AND EVALUATION CRITERIA

5.1 Economy of Preparation: Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

NOTE: ALL PRICES ARE TO BE PROVIDED IN A SEPARATE EMAIL OR SEALED ENVELOPE LABELED AS PRICING INFORMATION.

5.2 Proposals should be limited to **50** pages. Additional material may be presented as exhibits to the main proposal. No proposal shall exceed 100 total pages.

5.3 The proposal will be evaluated on a one hundred (100) point scale with points assigned as outlined below.

Vendors failing to score at least 38.5 points for the technical bid will not be considered to have met the minimum acceptable score. Any vendor not meeting the minimum acceptable score will NOT be considered for award of the contract. Up to 5 vendors will be asked to participate in on-campus interviews with the selection committee. Those vendors will have their pricing proposals evaluated.

5.3.1 Technical Bid (55 points possible)

Qualifications, Experience and Company Background – 50 points

Experience in successful master planning at higher education institutions (30 points)

Qualifications of team members including professional credentials (20 points)

Quality and content of proposal (5 points)

5.3.2 Interview & References (20 points possible) (Minimum 3 vendors – Maximum 5 vendors)

Proposed approach and methodology (10 points)

Demonstrated successful responses from references in performing similar duties (10 points)

5.3.3 Fee (25 points) The low bid will receive the full 25 points. Each higher bid will receive a percentage of the 35 points on a ratio basis compared to the low bid cost.

5.4 Award will be made to the bidder receiving the highest point total.

5.5 In the event that mutually acceptable terms cannot be reached within a reasonable period of time, with the highest ranked bidder, the state reserves the right to undertake negotiations with the next highest ranked bidder and so on until mutually acceptable terms can be reached.

5.6 Proposal Format: Vendors must provide responses in the format below:

Title Page: State the RFP subject, number, Vendor's name, business address, telephone number, fax number, name of contact person, e-mail address, and Vendor's signature and date.

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

Exhibit D: Mandatory Specification Checklist:

Vendor responses to questions in Section 4

Supplementary forms

WV-96 (Agreement Addendum) – Must be signed if vendor will submit a contract containing terms and conditions. This form will not be negotiated, vendor agrees to sign as is. If contract is an AIA document, the WV supplement must be signed in lieu of the WV-96

Contractor Notice – If vendor will have personnel on campus during the execution of this Contract.

Drug Free Workplace Certificate – This form must be notarized.

Purchasing Affidavit – This form must be notarized.

Pricing – To be put in a separate clearly marked envelope or electronically delivered in a separate email from the main proposal if being sent electronically. Pricing must be received by the bid deadline in order to be considered.

Disclosure of Interested Parties

Subcontractor Listing

5.7 Communication: Vendors are not permitted to approach or discuss this opportunity with any staff member of West Liberty University or its Board of Governors other than the Director of Purchasing or their designee. If a vendor has an existing contract with West Liberty University requiring them to contact staff, especially those that may be involved in or can influence the selection process, that communication must be cleared with and in the presence of the Director of Purchasing or their designee. **Failure to adhere to this requirement is grounds for immediate disqualification.** If members of the University reach out to a potential vendor, it is the vendor's responsibility to inform the WLU staff member that they cannot discuss any opportunities without the Director of Purchasing. This communication blackout is in effect from the date of the pre-bid meeting until contract is awarded or the vendor is eliminated from consideration.

DESIGNATED CONTACT: Vendor appoints the individual identified in this section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Name, Title)

(Printed Name, Title)

(Address)

(Phone Number, Fax Number)

(E-Mail Address)

(Company EIN)

EXHIBIT A**Instructions to Bidders**

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain RFP/RFB for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about the 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 Request for Proposals (RFP) or Request for Bids (RFB). Failure to do so may result in disqualification of vendor's bid.
2. **MANDATORY TERMS:** The RFP/RFB may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the RFP/RFB will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this RFP/RFB

[] a pre-bid meeting will not be held prior to bid opening

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

Tuesday, October 6, 2026

9:30 AM

337 Shaw Hall (Board of Governors Conference Room)

West Liberty University

West Liberty, WV 26074

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 individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendor(s) not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf. Any representative must adhere to the same communication blackout with university personnel outside the Director of Purchasing until the contract is awarded, or the vendor they are representing will be considered violating the prohibition on communicating with university personnel and will be disqualified from consideration of this contract.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying 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 email 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 RFP/RFB prior to bid opening.

4. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this RFP/RFB. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the email address listed below to be considered.

Submitted emails should have the RFP/RFB number in the subject line.

A written response will be published in an RFP/RFB addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this RFP/RFB are preliminary in nature and are nonbinding.

Submit Questions to Patrick.Kelly@westliberty.edu

Question Submission Deadline: 3:00 PM on Friday, October 9, 2026

5. **VERBAL COMMUNICATION:** Any verbal communication between the vendor and West Liberty University personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the RFP/RFB by an official written addendum is binding.
6. **BID SUBMISSION:** All bids must be submitted electronically to the email address identified in the bid document OR mailed/hand delivered to the address below:

Bid delivery address

208 University Dr.
CUB 109
West Liberty, WV 26074
Attn: Director of Purchasing

Or

325 Shaw Hall, West Liberty University Campus
West Liberty, WV 26074

Hand delivered or mailed bids should clearly identify the RFP/RFB number on the envelope.

Or

Emailed to

purchasingbids@westliberty.edu

Proposals emailed to any other address will not be accepted or considered. It is the sole responsibility of the vendor to ensure that the proposal was sent to the correct address, WLU is not required to notify vendors that proposals were submitted to the incorrect address.

For Request for Proposals ("RFP") Responses Only: Mailed/delivered vendor responses should include one (1) original and a flash/thumb drive with an electronic copy of the bid by the date and time shown in Section 7 (below). Additionally, the vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

7. **BID OPENING:** Bids submitted in response to this RFP/RFB will be opened at the location identified below on the date and time listed below. Delivery of a bid, whether by e-mail or delivery, after the bid, the opening date and time will not be accepted and will result in bid disqualification.

Bid Delivery Deadline: 10:00 AM, Wednesday, November 4, 2026.

Bid Opening Date and Time: 10:05 AM, Wednesday, November 4, 2026.

Bid Opening Location: 325 Shaw Hall, on the campus of West Liberty University.

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this RFP/RFB will be made by an official written addendum. Vendor should acknowledge receipt of all addenda issued with this RFP/RFB by completing an Addendum Acknowledgement form, of 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.
10. **ALTERNATE MODEL OR BRAND:** Any model, brand, or specification listed in this RFP/RFB 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 unless specifically addressed in the RFP/RFB. 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 West Liberty University's 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 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 RFP/RFB contains 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 RFP/RFB may result in bid disqualification.

12. **COMMUNICATION LIMITATIONS:** Communication with West Liberty University or any of its employees regarding this RFP/RFB during the RFP/RFB, bid, evaluation, or award periods, except through the Director of Purchasing, is strictly prohibited without prior written approval.
13. **REGISTRATION:** Prior to award of any contract award in the amount of \$25,000 or greater, the apparent successful vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.
14. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the vendors' bid.
15. **WAIVER OF MINOR IRREGULARITIES:** West Liberty University reserves the right to waive minor irregularities in bids or specifications.
16. **NON-RESPONSIBLE:** West Liberty University reserves the right to reject the bid of any vendor as Non-Responsible in accordance with WV Code of State Rules § 148-1-5.3, when the director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.
17. **ACCEPTANCE/REJECTION:** West Liberty University may accept or reject any bid in whole, or in part if it is found to be in the best interest of West Liberty University.
18. **YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the RFP/RFB and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the Freedom of Information Act West Virginia Code § 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to West Liberty University constitutes your explicit consent to the subsequent public disclosure of the bid, proposal or document. West Liberty University will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

19. **INTERESTED PARTY DISCLOSURE:** West Virginia Code § 6D-1-2 requires that the vendor submit a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 million. That disclosure must occur on the form prescribe and approved by the WV Ethics Commission prior to contract award.

A copy of that form is included with this RFP/RFB or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

20. **WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, West Liberty University reserves the right to request those items after bid opening and prior to contract award.
21. **EMAIL NOTIFICATION OF AWARD:** West Liberty University will attempt to provide bidders with e-mail notification of contract award when an RFP/RFB that the bidder participate in has been awarded. For notification purposes, bidders must provide West Liberty University with a valid email address in the bid response. Bidders may also monitor West Liberty University's website to determine when a contract has been awarded.
22. **SIGNING:** Quotations or bids with a wet signature should be signed in blue ink, those signed electronically should include electronic verification of signature.
23. **DELIVERIES:** Unless otherwise indicated, all deliveries are to be sent to:

West Liberty University
(Applicable Location on Campus)
ATTN: (Insert the name of the department)
West Liberty, WV 26074
The Purchase Order number must be on the carton and packing slip to avoid confusion.

24. **INVOICES:** All invoices MUST be mailed to:

West Liberty University
ATTN: Accounts Payable
208 University Dr.
CUB 109
West Liberty, WV 26074

Or

accountspayable@westliberty.edu

The Purchase Order number must be on each invoice. Only one (1) Purchase Order number is allowed per invoice.

25. **VENDOR PREFERENCE:** If Vendor is going to request preference that they may be entitled to according to WV State Code, then they must use the form enclosed, and make request for such preferences at exactly the same time as they submit their quote or bid. Preference may not be requested later, nor is it automatically granted to any vendor.

EXHIBIT B**General Terms & Conditions**

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the West Liberty University's Chief Procurement Officer or Director of Purchasing, or their designee, and approved as to form by the Attorney General's Office constitutes acceptance by West Liberty University of this Contract made by and between the University and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid RFP/RFB, signifies vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
2. **DEFINITIONS:** As used in this RFP/RFB/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this RFP/RFB/Contract.
 - 2.1. **"Agency" or "Agencies"** means the agency, institution, board, commission, or other entity of the State of West Virginia that is identified on the first page of the RFP/RFB or any other public entity seeking to procure goods or services under this Contract.
 - 2.2. **"Bid" or "Proposal"** means the vendors submitted response to this RFP/RFB.
 - 2.3. **"Chief Procurement Officer" or "Director of Purchasing"** means the individual authorized to sign Purchase Orders/Contracts.
 - 2.4. **"Institution"** means the entity identified on the first page of the RFP/RFB who is issuing the solicitation.
 - 2.5. **"Contract" or "Purchase Order"** means the binding agreement that is entered into between the Institution and the vendor to provide the goods or services requested in the RFP/RFB.
 - 2.6. **"Award Document"** means the document signed by the Institution and approved as to form by the Attorney General, which identifies the vendor as the contract holder.
 - 2.7. **"RFP/RFB"** means the official notice of an opportunity to supply the Institution with goods or services.
 - 2.8. **"State"** means the State of West Virginia and/or any of its agencies, institutions, commissions, boards, etc. as context requires.
 - 2.9. **"Vendor" or "Vendors"** means any entity submitting a bid in response to the RFP/RFB, 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: N/A

Automatic renewal of this Contract is prohibited.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

[X] One-Time Purchase: The term of this Contract shall run from the issuance of the Purchas Order until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

[] Other: Contract Term specified in _____.

4. **AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract upon receipt of a signed Purchase Order.
5. **QUANTITIES:** The quantities required under this Contract shall be identified in the RFP/RFB/Purchase Order.
6. **REQUIRED DOCUMENTS:** All of the items checked in this section must be provided to the Institution by the vendor as specified:

[] BID BOND (Construction Only): Pursuant to the requirements contained in WV Code § 5-22-1(c), all Vendors submitting a bid on a construction project shall furnish a valid 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 one hundred percent (100%) of the contract. The performance bond must be received by the Institution prior to Contract award.

[] 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 delivered to the Institution 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.

Notwithstanding the foregoing, West Virginia Code § 5-22-1(d) mandates that a vendor provide a Performance and Labor/Material Payment Bond for construction projects. Accordingly, substitutions for the Performance and Labor/Material Payment Bonds for construction projects is not permitted.

[] 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 Institution prior to Contract award.

☐ **LICENSE(S)/CERTIFICATIONS/PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the licenses, certifications, and/or permits requested in the RFP/RFB.

7. **INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the Institution as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Institution with proof that the insurance mandated herein has been continued. Vendor must also provide the Institution with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award.

Vendor must maintain insurance at all times during the performance of this contract.

☒ **Commercial General Liability Insurance** in at least an amount of \$1,000,000 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of \$1,000,000 per occurrence.

☐ **Cyber Liability Insurance** in at least an amount of _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

8. **WORKERS' COMPENSATION INSURANCE:** Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of worker's compensation insurance upon request.
9. **LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the Institution's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☒ \$50 per calendar day (or prorated figure for incremental portion of a week) for failure to perform services in accordance with this contract.

☐ Liquidated Damages Contained in the Specifications.

☐ Liquidated Damages are not included in this Contract.

10. **ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Institution that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the FRP/RFB for that product or service, unless otherwise indicated and signifies acceptance of the terms and conditions contained in the RFP/RFB unless otherwise indicated.

11. **PRICING:** The pricing set forth herein is firm for the life of the Contract unless specified elsewhere within this RFP/RFB/Contract by the Institution. A Vendor may request the inclusion of price adjustment provisions in its bid, but final approval of any price adjustments will be made by the Institution. Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.
12. **PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.
13. **PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and/or P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, process payment for goods and services through state designated credit cards.)
14. **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.
15. **ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not expressly provided for in the RFP/RFB
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. If that occurs, West Liberty University may notify the vendor that an alternate source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.
17. **CANCELLATION:** West Liberty University 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.
18. **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 or West Virginia Code, is void and of no effect.
19. **COMPLIANCE WITH LAWS:** Vendor or approved Subcontractor shall comply with all applicable federal, state, and local laws, regulations, and ordinances. By submitting a bid, vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.
20. **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.

21. **MODIFICAIONS:** Any change to existing contracts that adds work or changes contract cost and were not included in the original contract, must be approved by West Liberty University and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.
22. **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.
23. **SUBSEQUENT FORMS:** The terms and contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by vendor to West Liberty University 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.
24. **ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the vendor without express written consent of West Liberty University and the Attorney General's Office (as to form only).
25. **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 West Liberty University; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
26. **STATE EMPLOYEES:** State employees (including West Liberty University employees) are not permitted to utilize this Contract for personal use and the vendor is prohibited from permitting or facilitating the same.
27. **PRIVACY, SECURITY, AND 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 West Liberty University, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to West Liberty University's policies, procedures, and rules.
28. **LICENSING:** 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 West Liberty University to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up to date on all state and local obligations as described in this section. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

29. **ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order with West Liberty University, the vendor agrees to convey, sell, assign, or transfer to the institution 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 West Liberty University. Such assignment shall be made and become effective at the time West Liberty University tenders the initial payment to the vendor.

30. **VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment, or services; (2) that its bid or offer 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 RFP/RFB in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer 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 West Liberty University. The individual signing this bid or offer on behalf of the vendor certifies that he or she is authorized by the vendor to execute this bid or offer, or any documents related thereto on vendor's behalf; and that he or she is authorized to bind the vendor in a contractual relationship.

31. **VENDOR RELATIONSHIP:** The relationship of the vendor to West Liberty University 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 RFP/RFB 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 West Liberty University and shall provide the State and West Liberty University 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.

32. **INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and West Liberty University, 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.

33. **PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to West Liberty University affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.
34. **CONFLICT OF INTEREST:** Vendor, its officers, members, or employees, shall not presently have or acquire an 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 West Liberty University.
35. **BACKGROUND CHECK:** In accordance with WV Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at West Liberty University based upon results addressed from a criminal background check.
36. **INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** WV Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to West Liberty University a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this RFP/RFB or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.
37. **PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the RFP/RFB published by West Liberty University, vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this contract.
38. **VOID CONTRACT CLAUSES:** West Liberty University is requiring the vendor to follow the provisions of WV Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

EXHIBIT C**E-MAIL GUIDELINES FOR BID SUBMISSION**

NOTE: This document is specific to the competitive solicitation process, where bid submissions must arrive at the closing location on time.

- 1. Purpose of These Guidelines:** West Liberty University may post opportunities that allow vendors to submit their bids/ proposals/responses (known as submissions) electronically via email. This document is intended to assist vendors in understanding: the risks associated with submitting an e-mail submission; and the pitfalls that should be avoided if emailing a submission.

NOTE: Vendors who deliver submissions via e-mail do so at their own risk; West Liberty University does not take any responsibility for any emailed submission that:

- Does not arrive on time
- Is rejected; or
- Contains corrupted electronic files

- 2. Risks:** Although emails are sent everyday without incident, there are a number of risks that could occur and delay the receipt of an e-mail. An e-mail submission is deemed to have been received once it arrives in the West Liberty University's e-mail system. E-mailed submissions that arrive late will not be considered, regardless of the reason, and vendors **will not** have the option to resubmit after the closing date and time.

Following are some of the reasons that may lay an email, or cause an email to be rejected by West Liberty University's e-mail system:

- a. Delays can occur as an e-mail moves from server to server between the sender and the recipient, meaning that the time when an e-mail is received can be later – and sometimes considerably later – than the time when it was sent. West Liberty University will consider the time that an e-mail was received by its e-mail system as the official time for any e-mailed submission.
- b. West Liberty's e-mail system has technical and security limitations on the size and type of files that will be accepted. **E-mails containing attachments that exceed 30MB cannot be accepted.**
- c. West Liberty's e-mail system has protocols whereby an email may be investigated as potential spam or containing a virus/malware. Such protocols may result in an e-mail being sent to the recipient's inbox late.
- d. West Liberty's e-mail system has protocols whereby an e-mail may be investigated as having Personally Identifiable Information (PII). An e-mail determined by the system to contain PII or data of a similar appearance of PII will not be delivered.
- e. West Liberty's e-mail system is designed to reject any email that is considered spam or that contains a virus or malware. On occasion, an e-mail may be falsely flagged and rejected. Copies of rejected e-mails are not kept in the e-mail system, and therefore no possibility exists to retrieve an e-mailed submission that has been rejected.

- f. In addition, it is possible that one or more attachments to an e-mail to become corrupted and therefore inaccessible to West Liberty's e-mail system. Vendor will not have the option to resubmit after closing if the attachments cannot be opened. Further, West Liberty University cannot open any submission prior to closing to confirm whether or not the files have been corrupted.

3. Vendor Guidance for E-mailed Submissions

- a. Never assume that a solicitation allows for e-mailed submissions. E-mails should only be used as a delivery mechanism when the opportunity expressly allows for it.
- b. Never assume which e-mail address is being used for submissions, when e-mailed submissions are permitted. Carefully read the instructions and ask questions well in advance of closing if the email address for submissions is not clear. Submissions that are e-mailed to any address other than the one expressly stated for the purpose may be rejected as missing a mandatory requirement of the solicitation.
- c. Avoid using generic subject lines in the emailed submissions that do not clearly identify the solicitation name and/or number as well as the vendor organization name. The subject line of the email should be: **Bid for xxxxxx Due Wednesday xxxxxx at x:xxAM/PM**. A sample e-mail subject line might be: Bid for RFP 2201001 Due Wednesday June 15, 2022 at 3:00 PM.
- d. Avoid multiple e-mails from the same vendor for the same opportunity wherever possible. If multiple e-mails cannot be avoided (e.g., the collective size of the e-mails exceeds the maximum size allowed), identify how many e-mails constitute the full submission and provide clear instructions on how to assemble the submission. Multiple submissions from the same vendor for the same opportunity may result in rejection if these instructions are unclear.
- e. Vendors may update, change, or withdraw their submission at any time prior to the closing date and time. If emailing updates or changes, do not submit only the changes that then require collation with the previous submission. Instead, a complete revised package with clear instructions that it replaces the earlier submission should be sent. This will help to avoid any confusion as to what constitutes the complete submission.
- f. Avoid e-mailing submissions in the last 60 minutes that the solicitation is open. Sufficient time should be left prior to closing to ensure that the e-mail was received, and to resubmit before closing if a problem occurs.
- g. Do not assume that the email has been received. If a confirmation e-mail is not received shortly after sending the e-mail, contact the named contact on the solicitation to confirm whether or not their submission was received. In addition, send the e-mailed submission with a delivery receipt request. If unsure how to send an e-mail with a delivery receipt request, contact the vendor's own system support personnel or search online for instructions specific to the vendor's e-mail system (e.g., Outlook, Gmail, etc.)
- h. If the confirmation e-mail is not received, do not resubmit without first contacting the named contact. Resending a submission should only occur once confirmation is received that the original e-

mail was not received, and enough time is left for receipt of the submission prior to the closing date and time.

- i. Do not ignore any message from West Liberty University regarding rejection of an e-mailed submission. If such a message is received prior to closing, contact the named contact on the opportunity immediately.
- j. If time permits prior to closing, possible remedies for a rejected or missing e-mailed submission include:
 - If the collective size of the e-mailed attachments exceeds **30 MB** resubmit it over multiple emails, clearly identify how many e-mails constitute the full submission and how to collate the files.
 - If the e-mailed submission included zipped or executable files, unzip or remove the executable files and resubmit over one or more emails.
 - Resend the submission from a different e-mail account.
 - If permitted in the opportunity, use an alternate method to deliver the submission (e.g., mailed or hand delivered).
- k. **Emailed bids will only be accepted at the purchasingbids@westliberty.edu address, bids submitted to any other address will be rejected.**

Note: None of these remedies are applicable after the closing date and time.

EXHIBIT D RFP CERTIFICATION

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through e-mail, I certify that: I have reviewed this RFP/RFB in its entirety; that this bid, offer or proposal constitutes an offer to West Liberty University that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the RFP/RFB for that product or service, unless otherwise stated herein; that the vendor accepts the terms and conditions contained in the RFP/RFB, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand West Liberty University is requiring the vendor to follow the provisions of WV State Code 5A-3-62 which automatically voids certain contract clauses that violate state law.

(Company)

(Authorized Signature) (Representative Name, Title)

(Printed Name and Title of Authorized Representative)

(Date)

(Phone Number) (Fax Number)

EXHIBIT E**ADDENDUM ACKNOWLEDEMENT FORM
REQUEST FOR PROPOSALS 27-0005**

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

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

Addendum Numbers Received

(Check the box next to each addendum received)

- | | |
|---|--|
| ☐ Addendum No. 1 | ☐ Addendum No. 6 |
| ☐ Addendum No. 2 | ☐ Addendum No. 7 |
| ☐ Addendum No. 3 | ☐ Addendum No. 8 |
| ☐ Addendum No. 4 | ☐ Addendum No. 9 |
| ☐ Addendum No. 5 | ☐ 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 West Liberty University personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

(Company)

(Authorized Signature) (Representative Name, Title)

(Printed Name and Title of Authorized Representative)

(Date)

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

Appendix 1: Contractor Notice

Contractors Notice

Contractors, subcontractors, et al. (hereinafter referred to as “contractors”) and their employees and agents working at West Liberty University are subject to the following rules:

- A. There is NO TOBACCO USE of any kind permitted ON CAMPUS. Possession or consumption of alcoholic beverages is also prohibited.
- B. Conduct and general demeanor of all personnel will be subjected to scrutiny. Bad conduct, disrespect, harassment, etc. will be reported to the supervisor in charge and/or management of the contractor. Prompt remedial steps must be taken to discourage such behavior. Recidivism will not be tolerated.
- C. Exterior doors may not be propped open for extended periods of time (only permitted long enough to bring in materials, etc.) This is a security concern and creates a liability to the University and the contractor.
- D. Premises may not be left littered with coffee cups, soda cans, lunch bags, abandoned construction materials, product cartons, packaging materials, scrap lumber, wiring, etc. It is not the obligation of University personnel or the University’s custodial services provider to clean up after contractors or to haul their debris to trash containers and dumpsters. At day’s end, employees of contractors shall leave the premises in “broom clean” condition unless otherwise authorized in writing by the CFO. At the end of a project, all areas shall be left in a “broom clean” condition, unless the contract specifications require a more detailed cleaning.
- E. All windows and doors in a work area shall be left at day’s end as found at the start of the work day.
- F. Lights in work areas must be turned off at day’s end.
- G. Air conditioning units in residence halls may not be operated except by prior written authorization of the Vice President for Student Affairs or his designee.
- H. Under no circumstances shall employees of contractors use campus shower facilities. Contractor must provide their own rest room/portable toilet facilities. Contractors shall not use vacant dorm rooms, vacant apartments, or other facilities as “break” rooms or lunch rooms.

Violation of these rules shall result in a penalty of \$100 per day. Continued violations shall permit the University to terminate its contract with the contractor (or to compel expulsion of a subcontractor et al., if applicable) at the University’s discretion. Such liquidated damages shall be in addition to any consequential monetary damages for theft, personal injury, or other loss caused directly or indirectly by a contractor’s intentional or negligent act.

Acknowledged

Signed

Printed Name

Date

Company Name

Appendix 2: Employment History Disclosure Statement

State of West Virginia
Department of Administration
Purchasing Division

EMPLOYMENT HISTORY DISCLOSURE STATEMENT

Vendor shall identify any other work, similar or otherwise currently being performed for any agency, institution, educational facility, city, county, municipality or political subdivision of the State of West Virginia. The State of West Virginia is concerned that current work could logically prevent the vendor from responsibly completing the referenced contract.

The state of West Virginia reserves the sole and exclusive right to reject the bid of any vendor when the state believes any current work could logically prevent the vendor from successfully completing the bid/contract in question. Failure to provide or disclose the required information listed shall be grounds for immediate disqualification/cancellation of the contract.

Below, the vendor shall provide the agency name, effective dates, value, general description and time required to fulfill the duties of each contract.

<u>Agency Name</u>	<u>Effective Dates</u>	<u>Value</u>	<u>General Description</u>	<u>Time Required Per Week</u>

☐ Check here if additional sheets are attached

I certify that the statements made above are true and accurate.

Printed Name

Date

Signature

Appendix 3: Purchasing Affidavit

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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 exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

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** _____*Purchasing Affidavit (Revised 07/01/2012)*

Appendix 4: Drug Free Workplace Compliance AffidavitWV-73
Rev. 08/2013

**State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5**

STATE OF WEST VIRGINIA,**COUNTY OF _____, TO-WIT:**

I, _____, after being first duly sworn, depose and state as follows:

1. I am an employee of _____; and,
(Company Name)
2. I do hereby attest that _____
(Company Name)

maintains a valid written drug free workplace policy and that such
policy is in compliance with **West Virginia Code §21-1D**.

The above statements are sworn to under the penalty of perjury.

By: _____

Title: _____

Company Name: _____

Date: _____

Taken, subscribed and sworn to before me this _____ day of _____, _____.

By Commission expires _____

(Seal)

(Notary Public)

**THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY
WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE
BID SHALL RESULT IN DISQUALIFICATION OF THE BID.**

Rev. August 2013

Appendix 5: Disclosure of Interested Parties to Contracts

West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to W. Va. Code § 6D-1-2, a state agency may not allow a vendor to perform work on a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

"Interested party" or "Interested parties" means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of W. Va. Code § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the state agency prior to beginning work under a contract and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: ethics.wv.gov.

Revised April 1, 2022

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts
 (Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: _____

Address: _____

Name of Authorized Agent: _____ Address: _____

Contract Number: _____ Contract Description: _____

Governmental agency awarding contract: _____

☐ Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (*attach additional pages if necessary*):

1. Subcontractors or other entities performing work or service under the Contract

☐ Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

☐ Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

☐ Check here if none, otherwise list entity/individual names below.

Signature: _____ Date Signed: _____

Notary Verification

State of _____, County of _____:

I, _____, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this _____ day of _____, _____.

 Notary Public's Signature

To be completed by State Agency:

Date Received by state agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____

Revised April 1, 2022

Appendix 6: SUBCONTRACTOR LISTING

Subcontractor Listing

Primary contractors must list all subcontractors for this job. This must be completed at bid submittal. After any contract is awarded, the general contractor must provide copies of all subcontractor's license, certificate of insurance and have them fill out the contractor notice and Drug-Free Workplace Conformance Certificate prior to the signing of the contract. **WLU reserves the right to forbid any subcontractor from participating in this project. Vendors who hire subcontractors not appearing on this list can be subject to a STOP ORDER until all subcontractor paperwork is turned in and approved by the WLU Purchasing Office.**

Trade	Business Name	Business Address	Phone #	WV Contractor Number

Additional Sheets can be used if necessary. All subcontractors must be disclosed.

I do hereby certify that this list is accurate to the best of my knowledge and any changes to this list will be disclosed to WLU prior to the subcontractor performing work on WLU's campus.

General Contractor Representative

Company Name

NO BID REPLY FORM

West Liberty University
Purchasing Office, 315 Shaw Hall
West Liberty, WV 26074

To assist us in obtaining good competition on our Requests for Bids, we ask that each vendor receiving an invitation, but not wishing to bid, state their reason(s) below and return this form to the purchasing office. This information will not preclude receipt of future invitations unless you request removal from the bidders' list by so indicating below, or do not return this form or bonafide bid.

Unfortunately, we must offer a "NO BID" at this time because:

- _____ 1. We do not wish to participate in the bid process for this purchase only.
- _____ 2. We do not wish to bid under the terms and conditions of this specific Request for Bids Document. Our objections are _____.
- _____ 3. We do not feel we can be competitive.
- _____ 4. We cannot submit a Bid because of the marketing or franchising policies of the manufacturing company.
- _____ 5. We do not sell the items/services on which Bids are requested.
- _____ 6. We believe the bidding process was not fair. Our specific concerns are _____
- _____ 7. Other: _____

USE OTHER SHEETS IF ADDITIONAL SPACE IS NECESSARY**VENDOR NAME & ADDRESS**

DATE: _____**TELEPHONE #** _____**NAME** _____**SIGNATURE** _____

_____ We wish to remain on the Bidders List for the item described above.

_____ We wish to be deleted from the Bidders List for the item described above.

_____ We wish to be deleted from ALL bidders Lists.

DO NOT SUBMIT THIS FORM IF YOU ARE ACTUALLY GOING TO BID ON THIS PURCHASE OR CONTRACT.