



**Response to Request for Quotation**



**The State of West Virginia Division of Natural Resources Property  
and Procurement Office**

**RFQ Tygart Lake State Park Wi-Fi Services – Solicitation ARFQ 0310  
DNR2000000016**

**Date: October 15<sup>st</sup>, 2019**

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October 15<sup>th</sup>, 2019

Mr. Jamie Adkins  
WV Division of Natural Resources  
324 4<sup>th</sup> Ave  
South Charleston, WV 25303  
(304) 558-2165  
Jamie.h.adkins@wv.gov

RFQ: WV Division of Natural Resources Tygart Lake State Park Wi-Fi Service

Dear Mr. Adkins,

RF-Works, Inc. is pleased to submit its expression of interest (EOI) through this transmittal letter to the State of West Virginia and Division of Natural Resources in response to the RFQ for the WV Division of Natural Resources Tygart Lake State Park Wi-Fi Service project. RF-Works is proud of its partnerships with clients such as the State of Ohio Department of Natural Resources and several parks in the Ohio area based on our State of Ohio Telecommunications Contract MCSA0022 that was initiated in 2013. This rich experience has allowed us to fully understand and appreciate the state government and park requirements under this EOI from both the OEM and end-user perspectives.

RF-Works has successfully demonstrated that it is a trusted and reliable vendor and partner. We are tremendously proud of the impacts that we have made in helping customers serve, protect, and improve the lives of their clients and communities. For the past 15+ years, RF-Works has provided its offerings to 100+ Enterprise Customers servicing thousands of locations and all of their authorized users (local governments, schools, hospitals etc.).

We at RF-Works believe that our qualifications help us meet the requirements that will be set forth by the State of West Virginia Division of Natural Resources. If the State of West Virginia or Division of Natural Resources determines that RF-Works' response to this expression of interest is deficient in any way, RF-Works respectfully requests to be promptly notified and be given the opportunity to correct any such deficiency. Please forward any questions regarding this solicitation response to me. My contact information is provided below. On behalf of RF-Works, thank you for giving us the opportunity to respond to this expression of interest and we look forward to continuing a mutually rewarding partnership.

Sincerely,

Mindy Altiero  
Vice President of Sales, RF-Works Inc.  
Office: 614.800.2880 Cell: 614.330.1379 Fax: 614.340.7293  
Email: maltiero@rf-works.com

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## 1. RF-Works Company Profile

RF-Works was started in 2004 out of a market need for unbiased wireless & mobility consulting. The company was founded and managed by Jim Portaro, an entrepreneurial spirited engineer with wireless engineering experience dating back to inception of wireless. Jim has had a reputation for focusing on his Customers' needs and requirements.

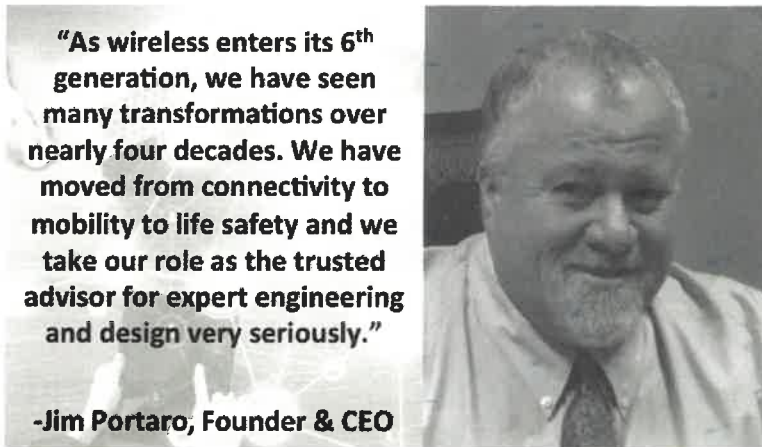
With a rich history of providing technology and professional services in Wireless & Mobility, RF-Works has consulted with many of the most prominent Healthcare institutions, Stock Exchanges, Manufacturing companies, Government Agencies and Universities; basically the most demanding environments. RF-Works has also been engaged by many of the wireless enterprise technology companies to assist in both design and troubleshooting.

As innovation in Mobile and Wireless increases, RF-Works remains focused on advancing the design and implementation of wireless technology utilized by our customers; delivered by the best engineers in the industry. Jim Portaro continues to be hands-on to ensure Customers' solutions meet or exceed expectations and security requirement with future proofed designs.

RF-Works has a spirit of Customer service, partnering with the best current technology vendors. RF-Works has many of the premiere hospital systems and Fortune 500 companies across the nation as customers. Some of RF-Works clients include University of San Francisco California, OhioHealth, Trinity Mount Carmel, Ohio State University, Columbus City Schools, Honda, Wright State University, and the State of Ohio just to name a few.

## 1.1. Wireless Leadership – Executive Profile

Founder & Principal Engineer  
James (Jim) Portaro



West Virginia native and current resident of Harrison County, James (Jim) founded RF-Works, Inc. as a wireless and mobility engineering and consulting firm. Jim has been personally providing wireless services and leading solutions to customers since the early '90s, well before the first 802.11 standards. Over the years, Jim has donated his time to the 802.11 standards committees.

Under Jim's leadership, RF-Works has achieved one of the highest customer satisfaction records in the industry. RF-Works has helped their customers preserve their network and overall IT investment by getting their networks operational without a 'rip and replace' hardware focus.

Jim previously co-founded NeTeam Corporation in 1998, and quickly established their place in the industry as a premier wireless leader.

Jim has 30 years of experience in RF communications, ranging from shortwave radio through high data rate microwave frequencies. He was formerly Sr. Director of Business Operations for Telxon, a pioneer in portable computing and wireless integration. Jim's responsibilities included managing the field integration and implementation departments. His departments were responsible for the successful rollouts of many RF network installations, as well as for developing innovative RF designs.

Jim designed a patented power supply that has saved customers thousands of dollars per installation because with his supply, it is not necessary to pull power at the AP. Before developing the patented power supply, he had his own company, designing RF network solutions in the healthcare field. His company designed and implemented the first wireless hospital; utilizing pen-based terminals to communicate to the main-frame based patient care software. Jim has been at the forefront of wireless design in the first hospital, the first cruise ship, the first 9 million square foot manufacturing plant and many more firsts. Jim has designed rapid geographic projects once rolling out over 800 locations

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across the US in 60 days. Jim became a voting member of IEEE 802.11 committee in 1999. He is a patent holder on access points and smart antenna technology.

Jim Portaro and his engineering team are experienced in all aspects of wireless consulting and services. Here's a partial list of our firm's experience:

- WLAN (WiFi) Design with data, voice, video, imaging, location, mobility, capacity, SECURITY and guest network
- Site Survey, Spectrum Analysis, Assessments, and Troubleshooting
- Wireless Controller
- Consulting and Future Network Lifecycle Planning
- Validation, Certification and Rolling Certification programs
- Network Monitoring and support
- BYOD, BYOE, MDM,
- Adhoc Remote Technical Support
- Quality of Service and Experience (QoS, QoE)
- Wireless as a Service (WaaS) Our top customer satisfaction category
- Distributed Antenna Systems (DAS or DaaS)
- Real-Time Locating System (RTLS)
- Policy, Governance and Compliance
- Antenna Design and Selection
- Point to Point and Point to Multi-Point, Bridging, Backhaul, Wireless Mesh
- Wired Network Infrastructure and Integration
- Outdoor Harsh environments for Coverage, Performance and Aesthetics (Hidden)
- WISP, WiMAX

The industry markets we serve are Healthcare, State and Local Governments, Fortune 500 conglomerates, Industrial sector, Universities, and Mining. Wireless done right isn't easy; it won't be getting any simpler, but we're good at it. We are willing and able to help.

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## 1.2. RF-Works References

- OhioHealth – Cisco Wireless Design & Consulting Services 2004 - Ongoing  
Ron Hoyt  
Network Services Manager  
(614) 460-0184  
[ron.hoyt@ohiohealth.com](mailto:ron.hoyt@ohiohealth.com)
- Ohio State University – Aruba Wireless Consulting & Vendor Selection – 2003 - Ongoing  
Bob Corbin  
Senior Director of Infrastructure  
(614) 292-9997  
[corbin.2@osu.edu](mailto:corbin.2@osu.edu)
- University of California San Francisco – Aruba Wireless Design & Consultation Services 2013 - Ongoing  
Charles Englert  
Technical IT Project Manager  
(605) 303-0084  
[charles.englert@ucsf.edu](mailto:charles.englert@ucsf.edu)
- Ohio Department of Natural Resources – Managed Wireless Consulting & Design Services for the State Parks 2017- Ongoing  
Dave Thompson  
IT Director  
(614) 265-6858  
[Dave.Thompson@dnr.state.oh.us](mailto:Dave.Thompson@dnr.state.oh.us)
- Inn and Spa at Cedar Falls – Outdoor Wireless Consulting & Design Services, Managed Wireless – 2014 - Ongoing  
Terry Lingo  
Owner  
(740) 380-7489  
[ellen@innatcedarfalls.com](mailto:ellen@innatcedarfalls.com)
- State of Ohio Department of Administrative Services – Managed Wireless & Design Services for the State Agencies 2013- Ongoing  
Henry Smith  
Director of UNS  
(614) 644-9245  
[henry.smith@das.ohio.gov](mailto:henry.smith@das.ohio.gov)  
  
RF-Works Telecommunications Contract: MCSA0022  
<http://das.ohio.gov/Divisions/InformationTechnology/TelecommunicationsServices.aspx#4217654-rf-works>
- Honda – Indoor/Outdoor Wireless Consulting & Design Services, 2004 - Ongoing  
Frank Sabo  
IT Director  
(937) 645-4080 ext 66749  
[Frank\\_Sabo@ham.honda.com](mailto:Frank_Sabo@ham.honda.com)

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## 2. RF-Works Proposed Services

### 2.1. Background

RF-Works is providing a response to the request for quotation based on the Division of Natural Resources, Tygart Lake State Park Wi-Fi Service DNR200000016 which is seeking services of an engineering firm to provide contract services to manage and distribute the existing internet services based on the mandatory contract service requirements. The Public and Guest Wi-Fi connectivity services provided by RF-Works will identify a design on how the Wi-Fi Services will be distributed in the most efficient and cost-effective manner throughout Tygart Lake State Park, primarily focusing on the lodge (guest rooms, meeting areas, restaurant, and outside dock), marina (including dock slips and mooring buoys), beach area (including outdoor areas within the beach and bathhouse), park office, pavilion beside the park office, 11 cabins and cabin yards, outdoor campfire and playground areas, camping host office, and RV camping area.

### 2.2. Methodology, Qualifications and Experience

#### RF-Works Design Methodology –

RF-Works will perform active comprehensive, site evaluation and survey for an IEEE 802.11a/b/g/n/ac wireless local area network (WLAN) for indoor, outdoor, bridging, or meshed networks. The purpose of the evaluation is to ascertain the number and strategic placement of the access points (APs) required for seamless IEEE 802.11a/b/g/n/ac wireless radiofrequency (RF) propagation within the prescribed areas of the Tygart Lake State Park. The proposed WLAN Site Survey will deliver optimal bandwidth, wireless coverage, effective throughput, network capacity, roaming capability, ongoing management, and Quality of Service. The RF-Works engineering team will utilize RF testing equipment to test based on the service tier chosen by the IT Management to provide a design that provides a minimum of 20% overlap of adjacent cell coverage, where coverage is provided. A minimum signal floor of -70 dBm, with a minimum signal-to-noise ratio (SNR) of 25 dB for 2.4 GHz and 5 GHz spectra will be observed within the extents of each cell. An active post installation certification is executed to provide coverage heat maps and to ensure the implementation was installed as designed.

#### Employees and Certifications Assigned to this Project–

The RF-Works staff outlined below could be allocated to the Tygart Lake State Park Wi-Fi Connectivity Project for the State of West Virginia Division of Natural Resources. RF-Works reserves the right to increase or decrease the staffing or swap individuals once the full scope of the project is determined based on the need of the WV Division of Natural Resources objectives.

Jason LaTorre –

**Project Manager – Lead Point of Contact**

10+ Years Wireless Engineer for RF-Works

Columbus, Ohio 43085

Lead Signoff Engineer Assessment and Design Measurements utilizing Ekahau for Wired and Wireless Infrastructure



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Mark Audia –  
**Chief Operating Officer**  
20+ Years' experience in Engineering and deploying Enterprise wireless networks  
Bridgeport, West Virginia  
Management of the Project Management Team and IT Staff

Jim Portaro –  
**Founder and Lead Engineer**  
IEEE Voting Member – 20+ years Wired and Wireless Consultant  
Clarksburg, West Virginia  
Executive Consultant – Signoff on Project Completion

Cris Varvas –  
**Chief Technology Officer VP of Engineering**  
CCNA previous Consulting CISO for the Romanian Government  
UBWA, UEWA  
Columbus, Ohio 43085  
Wired & Wireless Infrastructure including ISE, Executive Consultant

Vic Yoli –  
**RF-Engineer**  
6+ Years Wireless Engineer for RF-Works  
Columbus, Ohio 43085  
Assessment and Design Measurements utilizing Ekahau for Wired and Wireless Infrastructure

Matt Bergman –  
**RF-Engineer**  
5+ Years Wireless Engineer for RF-Works  
Clarksburg, West Virginia  
Assessment and Design Measurements utilizing Ekahau for Wired and Wireless Infrastructure

Mark Ketchum -  
**RF-Engineer**  
6+ Years Wireless Engineer  
CCENT, CCNA Wireless  
UBWA, UEWA  
Athens, Ohio  
Assessment and Design Measurements utilizing Ekahau for Wired and Wireless Infrastructure

RF-Works has a consistent approach to all projects. We establish a kick off call with the client and the RF-Works project management team to discuss needs, go-live dates, and project objectives. A Statement of Work including timelines and milestones is delivered to the customer to sign off on. Once signed off, a RF-Works Project Manager will schedule the engineering staff to execute the consulting or design effort. Outlined below are a few of the past and ongoing projects RF-Works has worked on.

### Description of Past and Ongoing Projects –

#### OhioHealth/Consultant – January 2004 – Present

For the past 15+ years RF-Works has been implementing and certifying an enterprise Medical Grade Network (MGN) Wireless network for 100+ locations and 5,000+ access points including their Hospitals, Health Centers, Physician Groups, and Rehabilitation Centers. RF-Works Medical grade network is a methodology based on a set of specifications for a robust, responsive, and secure wireless network. The RF-Works MGN takes all requirements of a data network, a voice network, and a location-based network and envelops them all into one wireless network. These criteria result in a certifiable wireless network capable of handling a multitude of applications, providing high data rates, and servicing a high density of clients. We have also consulted on bridge links and outdoor wireless implementations.

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### **Honda North America/Consultant & Staff Augmentation – January 2004 – Present**

For the past 15+ years RF-Works has been consulting with Honda of America to provide a wireless network design, consultation, certification and staff augmentation to support robust, responsive, and secure wireless network. Honda's collection of requirements around SAP or other ERP systems, devices and systems in the warehouse and distribution areas, is key to our approach. Our design specifications are then developed to deliver appropriate bandwidth for users, machines, and guests that will utilize the wireless LANs (WLAN). RF-Works remains one of the top firms to understand and deliver Data, Voice, Video, Imaging, and Location Based Services over a well-designed Industrial WLAN.

### **Ohio State University/Consultant – January 2003 – Present**

In 2003 RF-Works (Jim Portaro) worked with the Executive team at the Ohio State University to assist in developing the Universities Wireless Standards and choosing between wireless hardware vendors. RF-Works experiences helped Ohio State University to quickly and comprehensively build the required scope of the services to address specifications, features, pricing, staff skills and training to reach new network value. We continue to consult with OSU on specialty projects and setting new wireless standards as technology evolves and changes including expanding their wireless network outdoors.

### **State of Ohio – Department of Natural Resources – January 2016 – Present**

For the past several years RF-Works has been providing our robust Cloud- Based Managed Wireless LAN solution we call Wireless as a Service to the State of Ohio Department of Natural Resources based on our Telecommunications contract MCSA0022. Our WaaS offers the same Access Point robustness and density as our WLAN offering but with the Control and Management components in the cloud. Taking the labor-intensive nature of managing their own Wireless LAN and putting it in RF-Works hands as we provide a robust SLA and support. We have also designed and consulted on bridge link outdoor deployments.

<https://das.ohio.gov/Divisions/Information-Technology/Telecommunications-Services#4217654-rf-works>

## **2.3. Mandatory Project Requirements**

### **Public Wi-Fi Connectivity –**

RF-Works will provide a public Wi-Fi connectivity in the areas defined by WVDNR for Tygart Lake State Park. The System will provide a splash page with an acceptable use policy. RF-Works will provide the hardware necessary to provide Wi-Fi Service in all areas of connectivity. RF-Works will provide management of all activities of the hardware and will repair or replace any malfunctioning hardware at no extra charge to the State of West Virginia during the life of the contract.

RF-Works will monitor the networks health twenty-four (24) hours a day, seven (7) days a week. RF-Works will provide a help desk number for guest support and will offer a minimum four (4) hour response time, Monday through Friday, 7:00AM to 7:00PM EST.

RF-Works understands that the only Internet Connection available is located at the Lodge and the fiber link is provided by CityNet. It is also RF-Works understanding that the fiber will be made available and will be terminated and fiber will be available at the beach 911 pole, beach bath house. Park office, cabin 11, and Cabin 10. RF-Works will be responsible for providing hardware and replacing all other hardware necessary to effectively implement and manage the solution. The State of West Virginia Division of Natural Resources will not be responsible to provide any other hardware for the solution.

Red lines indicate the existing the existing terminated Fiber. Blue Line indicates the area that RF-Works will install the customer provided Overhead Fiber from the existing pole termination to the old nature building. The Green line indicates where RF-Works will provide and install a high-speed Wireless Bridge from the Lodge to the existing power Pole at the beach area. The yellow lines indicated the areas that RF-Works will provide and install WF-FI coverage. Public Wi-Fi Connectivity Areas are indicated below:

- Coverage in the Lodge will be within all guest rooms, meeting rooms, common areas and outside deck.
- Coverage in the Marina will include the dock slips and mooring buoy's
- Outdoor Areas covering the sand Beach area
- Beach Bath House
- Park Office
- Pavilion next to the Park Office.
- Cabins 1,2,3,4,5,6,7,8,9,10 and 11
- Outdoor at the campfire circle and playground area.
- Camping host office
- Throughout the RV camping area, including within the RV's



RF-Works understands that the West Virginia Division of Natural Resources may desire to provide internet service to the areas for a fee, such as the marina or beach area, while providing the other areas the service at no charge, such as the lodge or cabins. The system provided by RF-Works will be scalable to allow for a pay per use model in one or more areas of coverage. RF-Works payment portal will directly place funds in an account defined by the State of West Virginia Division of Natural Resources (WVDNR). The WVDNR will be responsible for paying all processing fees associated with the account. The pay per use model provided by RF-Works will comply with the General Data Protection Regulation (GDPR).

RF-Works help desk will be able to assist customers in configuring their devices that support captive portal. RF-Works help desk will maintain an issue and resolution log that will be made available to the WVDNR every quarter, or as requested.

Contract Manager: During the performance of this contract, RF-Works has designated and will maintain a contract manager responsible for overseeing RF-Works responsibilities under this contract. The Contract Manager will be available during normal business hours from 8:00AM – 5:00PM EST to

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address any customer service or other issues related to this contract. RF-Works Contract Manager information is listed below.

Contract Manager: Mindy Altiero  
Telephone Number: (614) 330-1379  
Fax Number: (614) 340-7293  
Email Address: maltiero@rf-works.com

## 2.4. Oral Presentation

RF-Works welcomes the opportunity to provide an oral presentation to expand upon the content of this document and experience. RF-Works will be prepared to discuss and clarify required items submitted with the Request for Quotation ARFQ 0310 DNR2000000016.

### 3. Pricing

REQUEST FOR QUOTATION  
WEST VIRGINIA DIVISION OF NATURAL RESOURCES - STATE PARKS AND REC  
TYGART LAKE STATE PARK - MANAGEMENT OF INTERNET SERVICES

Exhibit A: Pricing Page

Instructions: Enter amounts for monthly recurring cost and the total cost for forty-eight (48) months.

Physical Location	Monthly Recurring Cost	Quantity	Total Cost for 48 Months
Tygart Lake State Park, 1240 Paul E. Malone Road, Grafton, WV 26354	\$ 2,926.36	48	\$ 140,465.28

RF-Works Inc.

Vendor



Authorized Vendor Signature

October 1st, 2019

Date

### 4. Purchasing Affidavit

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

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(f), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** 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 corrected 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, delinquent 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 §91-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: RF-WORKS INC.

Authorized Signature: [Signature] Date: 10.1.2019


State of Ohio

County of Delaware, to-wit:

Taken, subscribed, and sworn to before me this 1 day of October, 2019

My Commission expires April 9, 2020

**AFFIX SEAL HERE** **NOTARY PUBLIC** [Signature]  
Purchasing Affidavit (Revised 11/9/2018)

 **LINDSEY C. WEPKING**  
Notary Public, State of Ohio  
My Comm. Expires April 9, 2020  
Recorded in Franklin County



## 5. Addendum Acknowledgement Forms

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: ARFQ DNR20\*16

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 checked="" 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.

**RF-Works Inc.**

Company



Authorized Signature

**10.1.2019**

Date

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

**ADDENDUM ACKNOWLEDGEMENT FORM**  
SOLICITATION NO.: ARFQ DNR20\*16

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 checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" 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.

**RF-Works**  
\_\_\_\_\_  
Company

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

10.9.2019  
\_\_\_\_\_  
Date

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



## 6. Proof of Insurance

<b>ACORD</b>		RF-WINC-01	RSALVATO			
<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 9/16/2019				
<p><b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</b></p> <p><b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b></p>						
<b>PRODUCER:</b> License # 1529 The Keenan Agency 6805 Avsry Mulfield Drive Suite 200 Dublin, OH 43016		<b>CONTACT:</b> Cindy de Leon-Smith, Senior Commercial Lines Account Manager PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL: cdeleon-smith@keenanins.com ADDRESS: _____				
<b>INSURED:</b>  RF-WORKS, INC 1221 WORTHINGTON WOODS BLVD COLUMBUS, OH 43085		INSURER(S) AFFORDING COVERAGE: _____ NAIC # _____ INSURER A: CONTINENTAL CAS CO 35289 INSURER B: CNA INSURANCE INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____				
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>				
<b>REVISION NUMBER:</b>						
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR LTR	TYPE OF INSURANCE	ADOL SUBR (INSR) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ-ECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		6012024554	3/6/2019	3/6/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADY INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 EPL/Fiduciary \$ 10,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		6021737056	11/30/2018	11/30/2019	BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ \$ _____
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		6012026742	3/6/2019	3/6/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ _____
A	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Check box in 10) Y/N <input type="checkbox"/> N/A		6012024554	3/6/2019	3/6/2020	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>		
WEST VIRGINIA DIVISION OF NATURAL RESOURCES Property and Procurement Office ATTN: Mr. Jamie Adkins 324 4TH AVE SOUTH CHARLESTON, WV 25303				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 		

ACORD 25 (2016/03)

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## 7. RF-Works W-9

<p>Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p> <p>▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	<p><b>Give Form to the requester. Do not send to the IRS.</b></p>																				
<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>RF-Works, Inc</b></p>																						
<p>2 Business name/disregarded entity name, if different from above</p>																						
<p>Print or type. See specific instructions on page 3.</p>	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC    <input type="checkbox"/> C Corporation    <input checked="" type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small></p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>		<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Apply to accounts maintained outside the U.S.)</small></p>																			
	<p>5 Address (number, street, and apt. or suite no.) See instructions. <b>1221 Worthington Woods Blvd</b></p>		<p>Requester's name and address (optional)</p>																			
	<p>6 City, state, and ZIP code <b>Columbus, OH, 43085</b></p>																					
<p>7 List account number(s) here (optional)</p>																						
<p><b>Part I Taxpayer Identification Number (TIN)</b></p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN), if you do not have a number, see <i>How to get a TIN</i>, later.</p> <p><small>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</small></p>																						
		<p>Social security number</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> </tr> </table> <p>OR</p> <p>Employer identification number</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height:20px;">2</td> <td style="width:20px; height:20px;">0</td> <td style="width:20px; height:20px;">-</td> <td style="width:20px; height:20px;">0</td> <td style="width:20px; height:20px;">9</td> <td style="width:20px; height:20px;">4</td> <td style="width:20px; height:20px;">3</td> <td style="width:20px; height:20px;">3</td> <td style="width:20px; height:20px;">8</td> <td style="width:20px; height:20px;">4</td> </tr> </table>											2	0	-	0	9	4	3	3	8	4
2	0	-	0	9	4	3	3	8	4													
<p><b>Part II Certification</b></p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</li> <li>I am a U.S. citizen or other U.S. person (defined below); and</li> <li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li> </ol> <p><small>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</small></p>																						
<p><b>Sign Here</b></p>	<p>Signature of U.S. person ▶ </p>																					
	<p>Date ▶ <b>4/9/19</b></p>																					
<p><b>General Instructions</b></p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p><b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a>.</p> <p><b>Purpose of Form</b></p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.</p> <ul style="list-style-type: none"> <li>Form 1099-INT (interest earned or paid)</li> <li>Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>Form 1099-S (proceeds from real estate transactions)</li> <li>Form 1099-K (merchant card and third party network transactions)</li> <li>Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>Form 1099-C (canceled debt)</li> <li>Form 1099-A (acquisition or abandonment of secured property)</li> </ul> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p><i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i></p>																						
<p>Cat. No. 10231X</p>		<p>Form <b>W-9</b> (Rev. 10-2018)</p>																				

## 8. Signature Page

**In Witness Whereof**, the Parties have executed this Service Attachment, which is effective on the date the State's duly authorized representative signs it on behalf of the State, ("Effective Date").

**SERVICE PROVIDER****STATE OF WEST VIRGINIA,  
DIVISION OF NATURAL  
RESOURCES**\_\_\_\_\_  
Signature  
Mindy Altiero\_\_\_\_\_  
Signature\_\_\_\_\_  
Printed Name  
Vice President of Sales\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Title  
10.9.2019\_\_\_\_\_  
Title\_\_\_\_\_  
Date  
20-0943384\_\_\_\_\_  
Effective Date\_\_\_\_\_  
Federal Tax ID