

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535

- Location: Upshur County Courthouse Annex  
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call
- Date of Meeting: April 14, 2022
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:
  - April 7, 2022\*
  - April 11, 2022 – Special Meeting\*
- 9:15 a.m. Upshur-Buckhannon Health Department Board of Health - review bids for facility renovations previously opened and read aloud on April 7, 2022 at the Upshur-Buckhannon Health Department\* [Pages 5-6](#)
- 9:30 a.m. Jeff Harvey, JH Consulting – Provide update on status of Emergency Services Study
- 9:45 a.m. Proclamation declaring the week of April 10<sup>th</sup> through 16<sup>th</sup> as National Public Safety Telecommunicators Week in Upshur County\* [Page 7](#)

### Items for Discussion / Action / Approval:

1. Approval of “Request for Proposals” for the Community Oriented Policing Services (COPS) hardware and software necessary for the installation and viewing of camera systems in various Upshur County Board of Education transportation vehicles and the Upshur County Board of Education Transportation Department. Sealed bids must be received no later than 2:00 p.m. Friday, May 27, 2022. Proposals will be opened on Thursday, June 2, 2022 during the regularly scheduled Commission Meeting held in the Commission Meeting Room located at Upshur County Courthouse. \* [Pages 8-28](#)
2. Approval of “Request for Proposals” for the Community Oriented Policing Services (COPS) hardware and software necessary for the installation and viewing of camera systems in various Upshur County Board of Education buildings and at the Upshur County Board of Education Transportation Department. Sealed bids must be received no later than 2:00 p.m. Friday, May 27, 2022. Proposals will be opened on Thursday, June 2, 2022 during the regularly scheduled Commission Meeting held in the Commission Meeting Room located at Upshur County Courthouse. \* [Pages 29-50](#)
3. Consideration and approval of correspondence from Jason L. Queen requesting appointment as County Coroner of Upshur County. \* [Page 51](#)
4. Consideration and approval of time and materials quote from Unified Solutions, LLC for maintenance of the Upshur County Tallmansville Tower Site. Unified Solutions will serve as the secondary contact in the event that emergency service is necessary and Biser Radio Service is unavailable. \* [Page 52](#)

5. Approval of Lewis-Upshur Animal Control Facility Volunteer Geraldine “Jerry” Zickefoose. \*  
[Under separate cover](#)
6. Approve withdrawal of resignation previously approved during the 4/7/22 Commission Meeting.\*  
*Item may lead to Executive Session per WV Code §6-9A-4 (A)*  
[Under separate cover](#)
7. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off, Remote Work Request(s).

**For Your Information:**

**(Certain Items May Require Discussion, Action and/or Approval by the Commission)**

1. Notice of Approval of the Levy Estimate (Budget) for the fiscal year beginning July 1, 2022 from the WV State Auditor. [Page 53](#)
2. Correspondence from Governor Jim Justice announcing the appointment of Kristie G. Tenney to the WV Records Management and Preservation Board pursuant to the provisions of WV Code §5a-8-15. [Page 54](#)
3. Correspondence from State of WV Department of Homeland Security, Division of Administrative Services on behalf of the Division of Corrections and Rehabilitation concerning the statutory eligibility requirements for counties and municipalities to receive funds from the Jail Operations Partial Reimbursement Fund (“JOPRF”) pursuant to WV Code §15-A-3-17. [Pages 55-56](#)
4. Lewis-Upshur Animal Control Facility Reports for the month of March, 2022
  - Adoption Financial Transactions [Pages 57-58](#)
  - Cat Report [Page 59](#)
  - Animal Report [Page 60](#)
  - Animal Control/Humane Officer Animal Report [Page 61](#)
5. Public Notices:
  - a) Newsletters and/or Event Notifications:
  - b) Agendas and/or Notice of Meetings:
 

• Upshur County Family Resource Network	April 11, 2022	<a href="#"><u>Page 62</u></a>
• Buckhannon Upshur Airport Authority	April 11, 2022	<a href="#"><u>Page 63</u></a>
• Community Corrections	April 11, 2022	<a href="#"><u>Page 64</u></a>
• Upshur County Convention & Visitors Bureau	April 13, 2022	<a href="#"><u>Page 65</u></a>
• Upshur County Development Authority-Executive Committee	April 14, 2022	<a href="#"><u>Page 66</u></a>
• Upshur County Safe Sites & Structures Enforcement Board	April 14, 2022	<a href="#"><u>Page 67</u></a>
• Buckhannon Upshur Airport Authority * Special Meeting	April 15, 2022	<a href="#"><u>Page 68</u></a>
• Buckhannon-Upshur Parks & Recreation Advisory Board	April 19, 2022	<a href="#"><u>Page 69</u></a>
• City Council of Buckhannon – Special Session *2:30pm	April 19, 2022	<a href="#"><u>Page 70</u></a>
• City Council of Buckhannon – Special Session *2:45pm	April 19, 2022	<a href="#"><u>Page 71</u></a>
• Lewis Upshur LEPC	April 20, 2022	<a href="#"><u>Page 72</u></a>

## Meeting Minutes:

- Adrian PSD
- Upshur County Solid Waster Authority

March 2, 2022

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March 14, 2022 Pages 74-75

## c) Meetings:

- 04/05/22 5:00 p.m. Elkins Road PSD
- 04/07/22 7:00 p.m. Banks District VFD
- 04/07/22 7:00 p.m. City Council of Buckhannon
- 04/07/22 7:00 p.m. Selbyville VFD
- 04/07/22 6:00 p.m. Buckhannon-Upshur Board of Health
- 04/07/22 3:00 p.m. Adrian PSD
- 04/11/22 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co
- 04/12/22 4:00 p.m. Hodgesville PSD
- 04/12/22 7:30 p.m. Adrian VFD
- 04/12/22 7:00 a.m. Upshur County Development Authority – Full Board
- 04/12/22 12:00 p.m. Upshur County Senior Center Board
- 04/12/22 7:00 p.m. Warren District VFD
- 04/13/22 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 04/13/22 3:00 p.m. Tennerton PSD
- 04/13/22 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 04/13/22 7:00 p.m. Ellamore VFD
- 04/13/22 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 04/14/22 7:00 a.m. Upshur County Development Authority \*Executive Board
- 04/14/22 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 04/14/22 7:30 p.m. Buckhannon VFD
- 04/10/22 6:00 p.m. Washington District VFD
- 04/11/22 12:00 p.m. Upshur County Family Resource Network
- 04/11/22 4:30 p.m. Upshur County Solid Waste Authority
- 04/11/22 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 04/11/22 4:00 p.m. Buckhannon Upshur Airport Authority
- 04/19/22 6:30 p.m. Upshur County Fire Board, Inc.
- 04/20/22 4:00 p.m. Upshur County Public Library Board
- 04/20/22 12:00 p.m. Lewis Upshur LEPC – Upshur Co.
- 04/21/22 6:30 p.m. Upshur County Youth Camp Board
- 04/21/22 5:00 p.m. Upshur County Farmland Protection Board
- 04/26/22 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 04/26/22 3:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 04/27/22 7:00 p.m. Upshur County Fire Fighters Association

## 6. Appointments Needed or Upcoming:

*\*None*

*\*\*\*If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or [trperry@upshurcounty.org](mailto:trperry@upshurcounty.org). Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. \*\*\**

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php)

#### Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

Next Regular Meeting of the Upshur County Commission

April 21, 2022 -- 9:00 a.m.

Upshur County Courthouse Annex

**\*\*\*There will be a Special Meeting on April 19, 2022 to lay the levy and conduct public testing of the voting machines\*\*\***

**RENOVATION TO THE UPSHUR-BUCKHANNON HEALTH DEPARTMENT****FORM OF PROPOSAL**

PROPOSAL OF City Construction Company, Inc. (hereinafter called Bidder)  
 a West Virginia corporation/~~partnership/an individual~~  
 (STATE) (STRIKE OUT INAPPLICABLE TERMS)  
 doing business as City Construction Company, Inc.

To: **Upshur-Buckhannon Board of Health** (hereinafter called Owner).

Gentlemen:

This Bidder, in compliance with your invitation for bid for the **RENOVATION TO THE UPSHUR-BUCKHANNON HEALTH DEPARTMENT, Buckhannon, WV** having examined the plans and specifications with related documents and the site of the proposed work and being familiar with all availability of materials, hereby proposes to furnish all labor, materials, and supplies, and to construct the project in accordance with the Contract documents at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

Bidder hereby agrees to commence work on or before a date to be specified in a written "Notice to Proceed" of the Owner and to substantially complete the project within **150 (one hundred fifty) calendar days**. Thereafter, Bidder must agree also to pay as liquidated damages, the sum of **\$150.00 (One Hundred Fifty Dollars and No Cents)**, for each consecutive calendar day thereafter as hereinafter provided in the General Conditions.

Bidder acknowledges receipt of the following addenda:

No. 1 X Dated: 3/16/2022

No. 2 X Dated: 4/5/2022

No. 3 \_\_\_\_\_ Dated: \_\_\_\_\_

No. 4 \_\_\_\_\_ Dated: \_\_\_\_\_

No. 5 \_\_\_\_\_ Dated: \_\_\_\_\_

BASE PROPOSAL: The Bidder agrees to perform all of the work as shown on the drawings for the **RENOVATION TO THE UPSHUR-BUCKHANNON HEALTH DEPARTMENT** for the single lump sum price of:

Two hundred ninety eight thousand six hundred one Dollars

(\$ 298,601.00 ). Bidder acknowledges Contingency Allowance is

included in Base Bid (St) (initial).

FORM OF PROPOSAL

**RENOVATION TO THE UPSHUR-BUCKHANNON HEALTH DEPARTMENT**

**ADD ALTERNATE NO. 1:** Splitting Storage Room 110 into three (3) new rooms separated by a central corridor that extends to the exterior door; Storage Room 110 will still include the existing garage door but will end at the new corridor walls; the other side of the corridor will house two (2) new offices; relocating the existing gas fire unit heater and associated gas piping; new heating and cooling system for new office spaces. These systems will be ceiling-mounted cassettes equipped with DX cooling and electric heating, and new LED lighting in new offices, new corridor and storage room.:

Seventy five thousand six hundred eighty two Dollars  
 (\$ 75,682.00 ).

**ADD ALTERNATE NO. 2:** Install new acoustical ceiling tile and grid system in rooms 101, 102, 103, 111 and 112. Install new LED light fixtures in rooms 101, 102, 103, 111, 112, 113, 115, 116 and 117.:

Thirty six thousand three hundred sixty one Dollars  
 (\$ 36,361.00 ).

**ADD ALTERNATE NO. 3:** Add a new partition to the north side of the waiting room and cut a wall opening from the existing copy room into this new files storage room. Replace the storefront window and the main entry door of the building.:

Forty three thousand nine hundred thirty one Dollars  
 (\$ 43,931.00 ).

**(All amounts shall be shown in both words and figures. In the case of a discrepancy, the amount shown in words shall govern.)**

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids. Upon written receipt of written notice of the acceptance of his bid, the Bidder will execute the formal contract within ten (10) days and deliver a Surety Bond or bonds as required in the contract documents.

Contractor's West Virginia License Number: WV001801.

**MECHANICS LIEN:**

The Bidder, by signature on this proposal, agrees to obtain and furnish to the Owner an affidavit stating that there are currently no mechanics liens recorded against his company.

Respectfully submitted,

By:

Beau Henderson

President  
 (TITLE)

284 Factory Street, Suite 101, Clarksburg, WV 26301  
 (BUSINESS ADDRESS)

SEAL - if bld is by a corporation.

FORM OF PROPOSAL





## *Proclamation*

**Whereas**, emergencies occur 24 hours per day, 7 days a week, 365 days a year that require Law Enforcement, Fire and Emergency Medical Services; and,

**Whereas**, when an emergency occurs the prompt response of Law Enforcement Officers, Firefighters, Emergency Medical Technicians and Paramedics is critical to the protection of life and preservation of property; and,

**Whereas**, such response would not be possible without Public Safety Telecommunicators who are the first and most critical contact our citizens have with emergency services; and,

**Whereas**, our Law Enforcement Officers, Firefighters, and Emergency Medical Service personnel are dependent upon the quality and accuracy of information obtained from citizens who telephone the Public Safety Telecommunicators working within the Upshur County Emergency 911 Communications Center; and,

**Whereas**, Public Safety Telecommunicators provide the vital link for our Emergency Services personnel by monitoring their activities by radio, providing them with invaluable information and ensuring their safety during the most dangerous times; and,

**Whereas**, Public Safety Telecommunicators of the Upshur County Emergency 911 Communications Center have contributed substantially to the apprehension of criminals, suppression of fires, treatment of patients, overall safety of our community and have been integral in the response to the COVID-19 Pandemic; and,

**Whereas**, Public Safety Telecommunicators of the Upshur County Emergency 911 Communications Center exhibit compassion, understanding and professionalism during the performance of their jobs on a daily basis;

**Now therefore be it Resolved**, that the Upshur County Commission declares the week of April 11 through 17, 2021 to be National Public Safety Telecommunicators Week in Upshur County, in honor of the men and women whose diligence and professionalism keep our County and citizens safe.

*Signed this 14<sup>th</sup> Day April, 2022*

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Kristie G. Tenney, President  
Upshur County Commission

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Terry Cutright, Commissioner

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Sam Nolte, Commissioner



# **REQUEST FOR PROPOSAL**

## **UPSHUR COUNTY, WEST VIRGINIA COPS TRANSPORTATION SURVEILLANCE PROJECT - Bus**

**April 14, 2022**



**Upshur County Commission**

**91 W Main St #101,  
Buckhannon, WV 26201  
304-472-0535**



**Request for Proposal****COPS Transportation Surveillance Project***Publish: Record Delta*

Notice is hereby given that the Upshur County Commission is requesting sealed bid proposals from qualified and experienced contractors to provide hardware and software necessary for the installation and viewing of camera systems in various Upshur County Board of Education transportation vehicles and at the Upshur County Board of Education Transportation Department. This project is being funded by a Community Oriented Policing Services Grant awarded to the Upshur County Commission.

The scope of work for the project is available via email to both Matthew Sisk, Upshur County Board of Education Safety & Emergency Preparedness Director, at [matthew.sisk@k12.wv.us](mailto:matthew.sisk@k12.wv.us), Jodie Akers, Board of Education Transportation Director at [jakers@k12.wv.us](mailto:jakers@k12.wv.us).

PRE-BID SITE VISIT: If desired by the bidding party, they may come to site to for a pre-bid site visit. Dates are subject to change due to unforeseen conditions. Please see <http://wvde.state.wv.us/closings/> for notices of school closures.

Dates	County	Location	Address	Time
4/29/22 and 5/17/22	Upshur	Upshur Board of Education Transportation Department	141 Tallmansville Rd. Buckhannon, WV 26201	8:30 AM (EST)

The complete proposal must be submitted in a sealed package marked “COPS Bus Surveillance Security Project - Bus” and received at the Upshur County Commission Office by 2:00 p.m. on May 27, 2022. In order to be considered, prospective firms must submit one (1) original proposal and five (5) additional copies in the required format to: Upshur County Commission, c/o Tabatha Perry, 91 W Main St., Buckhannon, WV 26201. Proposals received by this deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on June 2, 2022.

Each bidder must deposit, with the bid, security in the amount, form and subject to the conditions

provided in the Information for Bidders.

Pursuant to the West Virginia Contractor Licensing Act, all contractors must include their License number within the proposal package and a certificate of liability insurance, a letter of good standing from the West Virginia tax department, and a city business license where applicable. Note, some facilities are within municipal limits and will require payment of Business and Occupation tax (B&O). Successful bidder will be required to furnish all documentation listed before work may commence.

This project is subject to all non-discrimination requirements under federal and state law. The Commission encourages minority and disadvantaged business owners to submit bids for this project and shall award contracts without regard to actual or perceived race, religion, color, creed, national origin, sex, age, or handicapped status. The Commission reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the Upshur County Commission and Upshur County Board of Education.

*This project was supported, in whole or in part, by grant number 15JCOPS-21-GG-03667-SSIX awarded by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) or contributor(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific individuals, agencies, companies, products, or services should not be considered an endorsement by the author(s), contributor(s), or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues. The Internet references cited in this publication were valid as of the date of publication. Given that URLs and websites are in constant flux, neither the author(s) nor the COPS Office can vouch for their current validity.*

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**LIST OF ACRONYMS**

BOE	Board of Education
IDF	Intermediate Distribution Facility
IP	Internet Protocol
IT	Information Technology
MDF	Main Distribution Facility
RFP	Request for Proposal
UCBOE	Upshur County Board of Education
B&O	Business and Occupation Tax

**Section 1.0**  
**Selection Schedule**

April 14, 2022	RFP document available from Owner
April 19 & 26, 2022	Advertise in Record Delta
April 29, 2022 & May 17, 2022	Walk throughs
May 24, 2022	Written vendor questions due via Google Forms (see below for link)
May 27, 2022	Proposals received by Owner no later than 2 p.m.
June 2, 2022	Opening of the sealed bids
June 9 - 12, 2022	Possible interviews of contractor(s)
June 13, 2022	Anticipated selection of contractor

**Section 2.0**  
**Introduction**

The Upshur County Commission (Commission) is soliciting proposals from qualified and experienced contractors to provide the hardware necessary for the installation of video surveillance security systems in various Upshur County Board of Education owned properties listed below.

**Upshur County Locations**

<b><u>Locations</u></b>	<b><u>Min. # Video Cameras for building</u></b>	<b><u>Min. # Bus Surveillance Systems</u></b>
141 Tallmansville Rd. Buckhannon, WV 26201		26

The Upshur County BOEs distribute vehicle specifications or diagrams and are designated as For Official Use Only (FOUO) documents. For this RFP, interested vendors are considered to have a need to know. When not in possession of the recipient, the information should be stored in a secure environment such as a locked desk drawer or a locked container. Do not leave this information unattended.

Reproduction of the floor plans, in whole or part, without prior written approval of the Upshur County

BOE, is prohibited.

In February 2022 the Commission was awarded a Community Oriented Policing Services (COPS) Grant for this project. The objective is to enhance the safety of children within both school systems through the replacement of antiquated surveillance systems with modern technology which will allow first responders and the school personnel the ability to monitor dangerous behavior of individuals on the bus and at the transportation facility.

This RFP describes required information to enable qualified vendors to prepare and submit responsive proposals consistent with the required proposal format. The purpose of this specification is to solicit complete and comprehensive proposals from qualified and experienced contractors for the provision of the requested scope of services. Responsive proposals in the required format will enable the Commission and BOE the ability to select a contractor to provide the requested services. To be considered responsive, sealed proposals must be submitted to the Commission at the place and time specified herein and must provide all of the required information relative to content and format specified herein.

### **Section 3**

#### **Proposal Requirements, Format, Submission and Evaluation**

The selected vendor will be required to submit required installation information regarding the product. However, it is noted that due to ongoing COVID-19 pandemic there may supply issues. If supplies are delayed in any way prompt written notification must be made to the Upshur BOE.

### **3.1 Scope of Work**

#### **Technical Requirements**

##### **Purchase amount is roughly 26 systems – 7 cameras and 1 MDVR per system**

- The vendor will supply a product that has a C2 power cable that is compatible with the GPS system found in Thomas Buses Type B
- Each system must include a 12 channel MDVR
  - 8 channels D1, WD1, 720P, or up to 1080P + 4 channels IP up to 1080P
- Each system must include 5 interior video cameras with 180° lens with 170° field of view
  - Fully articulated lens casing for image orientation
  - The image resolution must be 1080P high definition
- At least a (1) TB SATA hard drive
- The MDVR must be compatible with at least Angle Trax Vulcan Series Cameras
- The system must include one (1) 3MP video camera
  - Infrared videoing up to 164 feet
  - Day and night sensor
  - Image resolution frame rate at least 1920 x 1080 at 25/30 fps
  - Includes a noise-gated microphone
  - Fully articulated lens casing for image orientation
- The system must include one (1) 5MP exterior waterproof video camera
  - IR technology with day / night sensor capability of video up to 98 ft
  - Image frame rate of 30 fps
  - The camera must be able to capture license plates of moving vehicles that illegally pass the bus
  - Image resolution must be at least 1080P high definition

### **3.2 Service Requirements**

- If determined by the Upshur BOE that additional training is needed, the contractor shall provide end users with in-house training within five (5) working days of installation of the



equipment or as alternatively arranged by BOE personnel. Training to include, but not limited to, standard functional use of the equipment to all designated end users as well as training to any assigned BOE personnel to enable them to instruct others.

### **3.3 Bid Guarantee**

Each bidder shall deposit with the bid, a guarantee for not less than ten percent (10%) of the aggregate amount of the base bid. Bidders not having their principal place of business in West Virginia may submit a certified check or cashier's check, or a bid bond executed by the bidder and an acceptable surety company, payable to the Upshur County Commission. Bid bonds will be returned to the unsuccessful bidders in accordance with the WV Fairness in Competitive Bidding Act.

### **3.4 Non-Discrimination in Contracts**

Upshur County Commission hereby notifies proposers that it will afford full opportunity for minority business enterprises and women business enterprises to submit a show of interest in response to this invitation. The Upshur County Commission prohibits the discrimination of any person based upon actual or perceived race, color, national origin, sex, religion, or age. This project is subject to all non-discrimination requirements under federal and state law.

### **3.5 Trade Secrets / Proprietary Information**

Trade secrets or proprietary information submitted by the Contractor in connection with a procurement transaction shall not be subject to public disclosure under the West Virginia Freedom of Information Act. However, the Contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. The ultimate contract terms between Contractor and the Commission shall be subject to public disclosure under the West Virginia Freedom of Information Act.

The Upshur County BOEs distribution of school transportation vehicles is For Official Use Only (FOUO) documents. For this RFP, interested vendors are considered to have a need to know. When not

in possession of the recipient, the information should be stored in a secure environment such as a locked desk drawer or a locked container. Do not leave this information unattended. Reproduction of the floor plans, in whole or part, without prior written approval of Upshur County BOE is prohibited.

### **3.6 Damages to Property**

Due care shall be exercised in the delivery and installation of equipment. The Vendor shall be required to make the necessary repairs for any damage caused in the delivery this equipment.

### **3.7 Criminal Records Check**

Contractors and the BOEs shall comply with the requirements of W. Va Code § 18-5-15c(e). The referenced code section charges the BOEs to require contractors and service providers to verify the criminal records of their employees before granting direct unaccompanied contact with students or unaccompanied access to school grounds when students are present. Individuals having a conviction for a qualifying offense as defined in W. Va Code shall not be granted said access to school facilities. Contractors must provide the prior written verification, as outlined in W.Va. Code § 18-5-15c(e), of the employee criminal records of those employees that will provide services to the BOEs. This will be an ongoing obligation throughout the contractual period.

The BOE's reserve the right to process WV CJIS Background checks prior to making a recommendation to the Commission. Contractors, sub-contractors, and/or installers with felonious or sexual crime convictions will automatically be disqualified.

### **3.8 Optional Pre-Bid Site Visit**

Each interested party, including at least one installation technician, may attend a pre-bid site visits on the dates listed below. All attendees shall provide valid proof of identification. Dates are subject to change due to unforeseen conditions. Please see <http://wvde.state.wv.us/closings/> for notices of school closures.

Dates	County	Location	Address	Time
4/29/22 & 5/17/2022	Upshur	Upshur Board of Education Transportation Department	141 Tallmansville Rd. Buckhannon, WV 26201	8:30 AM (EST)

### **3.9 Proposal Format**

Proposals must be prepared and submitted in the following format:

- **Identification**  
Name of company, including phone number, fax number, and mailing and electronic addresses and lead contractor that would be assigned to the project.
- **Qualifications and Experience of the Firm**
  - a. A brief summary of the contractor's qualifications and capabilities.
  - b. At least three references including name, email, and telephone number and a brief description of the project shall be submitted within the proposal. Preference will be given to contractors with prior BOE experience. The BOEs reserve the right to conduct interviews and request site visits of completed projects as deemed appropriate during the review process.
  - c. Proposal must identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the applicant's statement of qualifications.
- **Proposed Video Surveillance Topology**  
The vendor shall supply all specifications regarding the items and goods proposed.

Upshur County BOEs may distribute vehicle specification diagrams or information as For Official Use Only (FOUO) documents. For this RFP, interested vendors are considered to have a

need to know. When not in possession of the recipient, the information should be stored in a secure environment such as a locked desk drawer or a locked container. Do not leave this information unattended. Reproduction of the floor plans, in whole or part, without prior written approval of the Upshur County BOE is prohibited

- Fee Schedule
  - a. Basis of Bid/Pricing Sheet itemized per bus camera system. Multiple contracts will not be awarded.
  - b. Include standard billing rates and any unlisted project requirement components. Must include a written listing of all assumptions used to prepare price quotations.
  - c. Contractor is responsible for obtaining all permits.

Contractor shall furnish any and all requested and/or required documentation, including but not limited to the following:

- Certificate of Insurance - at least \$1,000,000 liability limit with Upshur County Commission and Upshur County Board of Education named as an additional insured. The Contractor agrees to indemnify and hold forever harmless the Commission and BOEs and their employees against any liability as a result of any accident, injury or other mishap that may occur to anyone while engaged in the services provided under this agreement. The Contractor further agrees to defend against any claim brought against the Commission or Boards or any of their employees as a result of any such accident, injury, or mishap.
- Bid bond in the amount of ten percent (10%) of the proposal
- Business License
- Affidavit of Non-Collusion
- Contractor's Certification of Eligibility
- Any Additional Documentation as Required by the Owner

The selected vendor will be required to enter into an agreement with the Upshur County Commission which will include the requirements of this RFP as well as other requirements. By submitting a proposal, the bidder agrees to all of the terms in this RFP.

### **3.10 Submission**

Interested firms shall submit one original and five copies of their proposal in a sealed envelope to:

Upshur County Commission  
Tabatha Perry  
91 W Main St. #101  
Buckhannon, WV 26201

Proposals shall be received no later than 2:00 p.m. on May 27<sup>th</sup>, 2022.

Submittals that are not received at the designated address on or before the specified deadline will not be accepted. Neither facsimile nor electronic transmissions will be accepted.

### **3.11 Evaluation Criteria**

All proposals which are deemed fully responsive to this RFP will be evaluated. Proposals must be submitted to the Upshur County Commission by the deadline, to the address and in the format specified in section 3.10. After receipt, proposals will be opened on June 2, 2022 during the regularly scheduled Commission Meeting held in the Commission Meeting Room located at Upshur County Courthouse, Courthouse Annex, 38 West Main Street.

The Upshur County BOE reserves the right to conduct interviews and request site visits of completed projects as deemed appropriate during the review process. The Upshur County Commission reserves the right to reject any and all proposals.

*See Attachment III for Evaluation Criteria*

## **Section 4.0**

### **Post Award Requirements**

#### **4.1 Implementation Plan**

Prior to the commencement of installation activities by the Upshur BOE, the contractor shall develop and submit a revised detailed installation guide if requested by the Upshur BOE. After review, including possible on-site meetings with the Contractor, the Transportation Director shall give written permission to begin installation before it may commence.

All products will be delivered before June 1, 2023. A penalty of five hundred dollars (\$500) per business day of the Upshur BOE will be due and payable for each business day the contractor must be on site performing work beyond June 1, 2023, unless a written extension approval is provided. Written request for additional time required due to unforeseen delays shall be submitted via email to Upshur County Director, at [matthew.sisk@k12.wv.us](mailto:matthew.sisk@k12.wv.us). Extension requests will be considered only if submitted in writing within ten (10) business days of Upshur BOE of the event causing the delay.

#### **4.2 Payments**

At the beginning of the project the successful contractor shall provide an anticipated schedule of progress billing for the project. Invoices for materials stored off site must include a copy of the bill of lading or other proof of receipt to be considered for payment. Preferred method of payment will be Master Card. Upon completion of the project the Contractor shall submit a final certificate of completion for approval by the Transportation Director. The final 10% payment for the project shall not be released until the contractor's certificate of eligibility is received from the WV State Tax Department.

#### **4.3 Project Closeout**

Upon delivery of all equipment and hardware, the Contractor shall schedule a meeting with the Transportation Director. If necessary, as to be determined by the Director of Transportation, a walk-through inspection, wherein a punch-list of necessary repairs will be documented, shall be completed.

The Contractor shall have five (5) calendar days, unless a written extension approval is provided, to complete punch list items prior to a second on-site meeting and inspection being scheduled. Upon final completion the Contractor shall provide a certificate of completion to the Facilities Director of the overseeing school district for approval. The approved certificate of completion for each location shall be submitted to the Commission to initiate payment for the respective site.

The contractor shall provide Upshur Directors with ALL administration user names and passwords for ALL equipment and a hard copy of all software and licenses needed for operation and maintenance of the system.

The contractor shall provide the Upshur County Commission and Upshur Board of Education with a final project report.



**Section 5: Additional Information**

This solicitation for proposals is not a contract nor commitment of any kind.

The Upshur County Commission nor the Upshur County Board of Education are liable for costs nor expenses incurred in the preparation of the bidder's proposal. Notwithstanding any other provision herein, the Upshur County Commission reserves the right in its sole discretion to waive minor technical deficiencies in the proposals.

No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the Upshur County Commission nor the Upshur County Board of Education. The Upshur County Commission and Upshur County Board of Education may request clarification and additional information from any proposer. The BOEs reserve the right to conduct interviews and request site visits of completed projects as deemed appropriate during the review process.

The Commission and BOEs may require up to 30 days after opening the proposals to award the contract.

Questions, regarding any aspect of the project, will only be accepted in written form on or before May 24<sup>th</sup>, 2022 at 11:59 a.m. and shall be proposed via the Google Form (<https://forms.gle/AwqE1qxx72sGiWDd7> ). Responses will be received via by Jodie Akers, Upshur County Director of Transportation, at [jakers@k12.wv.us](mailto:jakers@k12.wv.us) and Matthew Sisk, Director of Safety & Emergency Preparedness.

**Attachment I**  
**Contractor's Representations**

The undersigned bidder certifies that they have:

1. Familiarized themselves with this RFP and agree to provide the required services in accordance with this proposal and all attachments.
2. Visited all locations and are familiar with and satisfied as to the general, local, and site conditions' that may affect cost, progress, and performance of the work.
3. Contractor agrees that compliance with any federal, state, and/or local law and/or regulation is their sole responsibility and not the responsibility of the Commission nor the BOEs.
4. Contractor does not consider that any further examinations, investigations, tests, studies, or data are necessary for the performance of this work at the stated contract price, within the contract time period, and in accordance with any other terms and conditions so stated.

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

By: \_\_\_\_\_

Signature of Person Authorized to Sign

\_\_\_\_\_  
Name of Person Authorized to Sign

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address and Telephone Number

**Attachment II**  
**Contractor's Certification of Eligibility**

The contractor certifies, by acceptance of this contract and signature on the agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department / agency or any state department / agency.

In addition, the contractor certifies, by acceptance of this contract and signature on the agreement, that no debt in an amount greater than one thousand dollars (\$1,000) is owed to the state or any political subdivision thereof (WV Code §5A-3-10a) and is eligible for the award of this contract.

My signature below indicates and certifies that this information is true and complete to the best of my knowledge and I fully understand the Owner may take appropriate action for making a false statement.

---

Please Print Name of Firm; and Name and Title of Individual Signing Certification

---

Signature

---

Date

**Attachment III**  
**Bid Evaluation Worksheet**

Selection Criteria	Total Points Available	Vendor 1	Vendor 2	Vendor 3	Vendor 4
Cost of Goods/Services*	30*				
Understanding of Needs	15				
Meets Technical Requirements	20				
Prior Door Security Experience	15				
Prior BOE Experience	5				
Reliability of Service	15				

**Total Points** **100**

**\*This number must be higher than all other numbers in this column**

**Winning Bidder:**

**Approved By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Bid Assessment Comments, if needed:**

**Attachment V**  
**Affidavit of Non-Collusion**

Upshur County, WV  
**COPS TRANSPORTATION SECURITY SERVEILLANCE PROJECT**

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

I, \_\_\_\_\_ (name and title) representative for  
\_\_\_\_\_ (Contractor) being duly sworn does depose, say  
and certify:

Said Contractor has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with the COPS Transportation Surveillance Project in Upshur County, WV.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Name and Title of authorized representative

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

The foregoing affidavit was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019  
by \_\_\_\_\_ representative for \_\_\_\_\_.

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Commission expiration date

(seal)

**Attachment VI - Appendix****Location Listing****Upshur County Locations****Dates for site visit are: April 18<sup>th</sup>, 2022 - March 22<sup>th</sup>, 2022**

<b><u>Locations</u></b>	<b><u>Min. # Video Cameras for building</u></b>	<b><u>Min. # Bus Surveillance Systems</u></b>
141 Tallmansville Rd. Buckhannon, WV 26201	10 Cameras	26

# **REQUEST FOR PROPOSAL**

## **UPSHUR COUNTY, WEST VIRGINIA COPS TRANSPORTATION SURVEILLANCE PROJECT - Facilities**

**April 14, 2022**



**Upshur County Commission**

**91 W Main St #101,  
Buckhannon, WV 26201  
304-472-0535**



**Request for Proposal****COPS Transportation Surveillance Project - Facilities***Publish: Record Delta, 4/19, 4/26*

Notice is hereby given that the Upshur County Commission is requesting sealed bid proposals from qualified and experienced contractors to provide services, hardware, and software necessary for the installation and viewing of camera systems in various Upshur County Board of Education at the Upshur County Board of Education buildings of the Transportation Department. This project is being funded by a Community Oriented Policing Services Grant awarded to the Upshur County Commission.

The scope of work for the project is available via email to both Matthew Sisk, Upshur County Board of Education Safety & Emergency Preparedness Director, at [matthew.sisk@k12.wv.us](mailto:matthew.sisk@k12.wv.us), Jodie Akers, Board of Education Transportation Director at [jakers@k12.wv.us](mailto:jakers@k12.wv.us).

MANDATORY PRE-BID SITE VISIT: Each interested party, including at least one installation technician, shall attend mandatory pre-bid site visits on the dates listed below. Only those individuals/contractors whom attend all of the sites for an initial inspection of the area will be permitted to submit a bid. Dates are subject to change due to unforeseen conditions. Please see <http://wvde.state.wv.us/closings/> for notices of school closures.

Dates	County	Location	Address	Time
4/29/22 & 5/17/2022	Upshur	Upshur Board of Education Transportation Department	141 Tallmansville Rd. Buckhannon, WV 26201	8:30 AM (EST)

The complete proposal must be submitted in a sealed package marked "COPS Transportation Surveillance Project - Facilities" and received at the Upshur County Commission Office by 2:00 p.m. on May 27, 2022. In order to be considered, prospective firms must submit one (1) original proposal and five (5) additional copies in the required format to: Upshur County Commission, c/o Tabatha Perry, 91 W Main St., Buckhannon, WV 26201. Proposals received by this deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on June 2,

2022.

Each bidder must deposit, with the bid, security in the amount, form and subject to the conditions provided in the Information for Bidders.

Pursuant to the West Virginia Contractor Licensing Act, all contractors must include their License number within the proposal package and a certificate of liability insurance, a letter of good standing from the West Virginia tax department, and a city business license where applicable. Note, some facilities are within municipal limits and will require payment of Business and Occupation tax (B&O). Successful bidder will be required to furnish all documentation listed before work may commence.

This project is subject to all non-discrimination requirements under federal and state law. The Commission encourages minority and disadvantaged business owners to submit bids for this project and shall award contracts without regard to actual or perceived race, religion, color, creed, national origin, sex, age, or handicapped status. The Commission reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the Upshur County Commission and Upshur County Board of Education.

*This project was supported, in whole or in part, by grant number 15JCOPS-21-GG-03667-SSIX awarded by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) or contributor(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific individuals, agencies, companies, products, or services should not be considered an endorsement by the author(s), contributor(s), or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues. The Internet references cited in this publication were valid as of the date of publication. Given that URLs and websites are in constant flux, neither the author(s) nor the COPS Office can vouch for their current validity.*

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**LIST OF ACRONYMS**

BOE	Board of Education
IDF	Intermediate Distribution Facility
IP	Internet Protocol
IT	Information Technology
MDF	Main Distribution Facility
RFP	Request for Proposal
UCBOE	Upshur County Board of Education
B&O	Business and Occupation Tax

**Section 1.0**  
**Selection Schedule**

April 14, 2022        RFP document available from Owner  
 April 29, 2022 & May 17, 2022    Walk throughs  
 May 24, 2022 Written vendor questions due via Microsoft Forms (see below for link)  
 May 27, 2022        Proposals received by Owner no later than 2 p.m.  
 June 2, 2022        Opening of the sealed bids  
 June 9 - 12, 2022    Possible interviews of contractor(s)  
 June 13, 2022        Anticipated selection of contractor  
 June 16, 2022        BOE to make recommendation to the Upshur County Commission  
                                  regarding selected contractor

**Section 2.0**  
**Introduction**

The Upshur County Commission (Commission) is soliciting proposals from qualified and experienced contractors to provide services and hardware necessary for the installation of video surveillance security systems in various Upshur County Board of Education owned properties listed below.

**Upshur County Locations**

<b><u>Locations</u></b>	<b><u>Min. # Video Cameras</u></b> <b><u>for building</u></b>	
141 Tallmansville Rd. Buckhannon, WV 26201	<b>10 Cameras</b>	

Diagrams will be provided for each facility during the site visit only. The Upshur County BOEs distribute building floor plan diagrams are designated as For Official Use Only (FOUO) documents. For this RFP, interested vendors are considered to have a need to know. When not in possession of the

recipient, the information should be stored in a secure environment such as a locked desk drawer or a locked container. Do not leave this information unattended. Reproduction of the floor plans, in whole or part, without prior written approval of the Upshur County BOE, is prohibited.

In February 2022 the Commission was awarded a Community Oriented Policing Services (COPS) Grant for this project. The objective is to enhance the safety of children within both school systems through the replacement of antiquated surveillance systems with modern technology which will allow first responders and the school personnel the ability to monitor dangerous behavior of individuals on the bus and at the transportation facility.

This RFP describes required information to enable qualified contractors to prepare and submit responsive proposals consistent with the required proposal format. The purpose of this specification is to solicit complete and comprehensive proposals from qualified and experienced contractors for the provision of the requested scope of services. Responsive proposals in the required format will enable the Commission and BOE the ability to select a contractor to provide the requested services. To be considered responsive, sealed proposals must be submitted to the Commission at the place and time specified herein and must provide all of the required information relative to content and format specified herein.

### **Section 3**

#### **Proposal Requirements, Format, Submission and Evaluation**

The selected contractor will be required to design the surveillance system, consistent with the needs as prescribed by the Upshur BOE during the site visit, and installation plan for each individual site, complete installation during the required timeframes and obtain appropriate permits. However, it is noted that due to ongoing COVID-19 pandemic there may supply issues. If supplies are delayed in any way, prompt written notification must be made to the BOE.

### **3.1 Scope of Work**

#### **Technical Requirements**

- Contractor shall supply at least 10 installed and operational cameras for the entire project. This will include indoor/outdoor cameras.
- The system must be compatible with the Hanwha WaveSync platform and be able to sign-in with the Wisenet WaveSync platform to meet the requirements for all other video systems in the county.
- Video feeds shall be recorded from all cameras on NVR.
- Existing network cabling may be utilized for cameras if deemed appropriate in the proposed plan
- All cameras installed shall be capable of IP communications. Analog and analog to IP conversions shall not be accepted.
- All cameras shall be hard wired.
- Camera views shall be available for remote viewing via mobile application, software, or web browser with authentication via Wisenet Wavesync.
- Camera systems shall work over VPN connections.
- Camera systems shall allow for 3rd party cameras to be used. The system shall not be proprietary.
- Contractor shall provide cable certification on all cabling used for the camera systems installed.
- All equipment shall be new and come with a factory warranty acceptable to the BOE.
- Contractor shall locate new equipment within current MDF location.
- Contractor shall provide physical and logical topologies of all equipment installed.
- Property records should be maintained and include description of the property, a serial number or other identification number, source of the property, acquisition date and cost, the location, use and condition of the property.
- Contractor must contact IT Department at UCBOE before work begins to obtain IP address range, scope of work, etc.



### **3.2 Service Requirements**

- If Upshur BOE determines the need, the contractor shall provide end users with in-house training within five (5) working days of installation of the equipment or as alternatively arranged by BOE personnel. Training to include, but not limited to, standard functional use of the equipment to all designated end users as well as training to any assigned BOE personnel to enable them to instruct others.
- All installation shall be warranted for a minimum of one year. Where the term “warranty” is used, it shall be understood that during the quoted warranty period all parts, labor, per diem, travel time, travel expenses and any other cost required to connect the unit and make all repairs shall be the responsibility of the Contractor. Contractors must respond to all requests for service within four (4) working hours. The warranty shall not commence until the entire system is installed and operational to the BOEs’ satisfaction.

### **3.3 Bid Guarantee**

Each bidder shall deposit with the bid, a guarantee for not less than ten percent (10%) of the aggregate amount of the base bid. Bidders not having their principal place of business in West Virginia may submit a certified check or cashier’s check, or a bid bond executed by the bidder and an acceptable surety company, payable to the Upshur County Commission. Bid bonds will be returned to the unsuccessful bidders in accordance with the WV Fairness in Competitive Bidding Act.

### **3.4 Davis Bacon Act**

This project is not subject to Prevailing Wage Rates.

### **3.5 Non-Discrimination in Contracts**

Upshur County Commission hereby notifies proposers that it will afford full opportunity for minority business enterprises and women business enterprises to submit a show of interest in response to this invitation. The Upshur County Commission prohibits the discrimination of any person based upon

actual or perceived race, color, national origin, sex, religion or age. This project is subject to all non-discrimination requirements under federal and state law.

### **3.6 Trade Secrets / Proprietary Information**

Trade secrets or proprietary information submitted by the Contractor in connection with a procurement transaction shall not be subject to public disclosure under the West Virginia Freedom of Information Act. However, the Contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. The ultimate contract terms between Contractor and the Commission shall be subject to public disclosure under the West Virginia Freedom of Information Act.

The Upshur County BOEs distribute school floor plan diagrams as For Official Use Only (FOUO) documents. For this RFP, interested vendors are considered to have a need to know. When not in possession of the recipient, the information should be stored in a secure environment such as a locked desk drawer or a locked container. Do not leave this information unattended. Reproduction of the floor plans, in whole or part, without prior written approval of Upshur County BOE is prohibited.

### **3.7 Damages to Property**

Due care shall be exercised in the delivery and installation of equipment. The Contractor shall be required to make the necessary repairs for any damage caused in the delivery or installation of this equipment. The Contractor shall furnish an endorsed Certificate of Insurance with at least a \$1,000,000 liability limit naming the Upshur County Commission and Upshur County Board of Education as additional named insured.

### **3.8 Criminal Records Check**

Contractors and the BOEs shall comply with the requirements of W. Va Code § 18-5-15c(e). The referenced code section charges the BOEs to require contractors and service providers to verify the criminal records of their employees before granting direct unaccompanied contact with students or

unaccompanied access to school grounds when students are present. Individuals having a conviction for a qualifying offense as defined in W. Va Code shall not be granted said access to school facilities. Contractors must provide the prior written verification, as outlined in W.Va Code § 18-5-15c(e), of the employee criminal records of those employees that will provide services to the BOEs. This will be an ongoing obligation throughout the contractual period.

The BOE's reserve the right to process WV CJIS Background checks prior to making a recommendation to the Commission. Contractors, sub-contractors, and/or installers with felonious or sexual crime convictions will automatically be disqualified.

### **3.9 Mandatory Pre-Bid Site Visit**

Each interested party, including at least one installation technician, shall attend mandatory pre-bid site visits on the dates listed below. All attendees shall provide valid proof of identification. Only those individuals/contractors whom attend for an initial inspection of the area will be permitted to submit a bid. Interested parties are only responsible for attending one (1) visit. Dates are subject to change due to unforeseen conditions. Please see <http://wvde.state.wv.us/closings/> for notices of school closures.

Dates	County	Location	Address	Time
4/29/22 & 5/17/2022	Upshur	Upshur Board of Education Transportation Department	141 Tallmansville Rd. Buckhannon, WV 26201	8:30 AM (EST)

### **3.10 Proposal Format**

Proposals must be prepared and submitted in the following format:

- Identification  
Name of company, including phone number, fax number, and mailing and electronic addresses and lead contractor that would be assigned to the project.
- Qualifications and Experience of the Firm

- a. A brief summary of the contractor's qualifications and capabilities.
- b. At least three references including name, email, and telephone number and a brief description of the project shall be submitted within the proposal. Preference will be given to contractors with prior BOE experience. The BOEs reserve the right to conduct interviews and request site visits of completed projects as deemed appropriate during the review process.
- c. Proposal must identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the applicant's statement of qualifications.

- Proposed Video Surveillance Topology

Video surveillance locations shall be notated and returned with bid proposals on the school diagrams provided during the on-site visits.

Upshur County BOEs distribute school floor plan diagrams as For Official Use Only (FOUO) documents. For this RFP, interested vendors are considered to have a need to know. When not in possession of the recipient, the information should be stored in a secure environment such as a locked desk drawer or a locked container. Do not leave this information unattended.

Reproduction of the floor plans, in whole or part, without prior written approval of the Upshur County BOE is prohibited

- Preliminary Project Work Plan

The contractor shall develop and submit a detailed, written plan and proposed schedule of implementation, to include number of personnel dedicated to the project as well as anticipated time frames for completion. All on-site activities shall be completed before June 2022.

- Fee Schedule

- a. Basis of Bid/Pricing Sheet itemized. Multiple contracts will not be awarded.
- b. Include standard billing rates and any unlisted project requirement components. Must include a written listing of all assumptions used to prepare price quotations.
- c. Contractor is responsible for obtaining all permits.

Contractor shall furnish any and all requested and/or required documentation, including but not limited to the following:

- Certificate of Insurance - at least \$1,000,000 liability limit with Upshur County Commission and Upshur County Board of Education named as an additional insured. The Contractor agrees to indemnify and hold forever harmless the Commission and BOEs and their employees against any liability as a result of any accident, injury or other mishap that may occur to anyone while engaged in the services provided under this agreement. The Contractor further agrees to defend against any claim brought against the Commission or Boards or any of their employees as a result of any such accident, injury, or mishap.
- Certificate of Coverage of Workers' Compensation or Approved Waiver
- Bid bond in the amount of ten percent (10%) of the proposal
- Business License
- Contractor's License
- Affidavit of Non-Collusion
- Contractor's Certification of Eligibility
- Any Additional Documentation as Required by the Owner

The selected contractor will be required to enter into an agreement with the Upshur County Commission which will include the requirements of this RFP as well as other requirements. By submitting a proposal, the bidder agrees to all of the terms in this RFP.

### **3.11 Submission**

Interested firms shall submit one original and five copies of their proposal in a sealed envelope to:

Upshur County Commission  
Tabatha Perry  
91 W Main St. #101  
Buckhannon, WV 26201

Proposals shall be received no later than 2:00 p.m. on May 27<sup>th</sup>, 2022.

Submittals that are not received at the designated address on or before the specified deadline will not be accepted. Neither facsimile nor electronic transmissions will be accepted.

### **3.12 Evaluation Criteria**

All proposals which are deemed fully responsive to this RFP will be evaluated. To be deemed fully responsive, a contractor and at least one installation technician must have attended the mandatory pre-bid inspections for all locations as specified in section 3.9, proposals must be submitted to the Upshur County Commission by the deadline, to the address and in the format specified in section 3.10. After receipt, proposals will be opened on June 2, 2022 during the regularly scheduled Commission Meeting held in the Commission Meeting Room located at Upshur County Courthouse.

The Upshur County BOE reserves the right to conduct interviews and request site visits of completed projects as deemed appropriate during the review process. The Upshur County Commission reserves the right to reject any and all proposals.

*See Attachment III for Evaluation Criteria*

## **Section 4.0**

### **Post Award Requirements**

#### **4.1 Implementation Plan**

Prior to the commencement of installation activities, the contractor shall develop and submit a revised detailed, written plan, security camera topology, and proposed schedule of implementation to the Safety & Emergency Preparedness Director of Upshur County Schools. After review, including possible on-site meetings with the Contractor, the Transportation Director or Safety & Emergency Preparedness Director shall give written permission to begin installation before it may commence.

Installation activities will be permitted during business days of Upshur County Schools (9:00 AM – 2:00 PM) and after business hours (4:30 PM – 8:00 PM). Work can also be permitted during weekends, holidays, and other times when students are not present. Work at all locations shall be completed before June 1, 2023. A penalty of five hundred dollars (\$500) per business day of the Upshur BOE will be due and payable for each business day the contractor must be on site performing work beyond June 1, 2023 unless a written extension approval is provided. Written request for additional time required due to unforeseen delays shall be submitted via email to Upshur County Director, at [matthew.sisk@k12.wv.us](mailto:matthew.sisk@k12.wv.us). Extension requests will be considered only if submitted in writing within ten (10) business days of Upshur BOE of the event causing the delay. Upshur BOE promises understanding with potential interruptions regarding documented incidents of delays in merchandise as part of the ongoing general goods shortage.

#### **4.2 Payments**

At the beginning of the project the successful contractor shall provide an anticipated schedule of progress billing for the project. Invoices for materials stored off site must include a copy of the bill of lading or other proof of receipt to be considered for payment. Preferred method of payment will be Master Card. Upon completion of the project the Contractor shall submit a final certificate of completion for approval by the Transportation Director. The final 10% payment for the project shall not be released until the contractor's certificate of eligibility is received from the WV State Tax Department.

### **4.3 Project Closeout**

Upon completion of installation at each location, the Contractor shall schedule an on-site meeting with the Facilities Director of the overseeing school district at the project site. A walk-through inspection, wherein a punch-list of necessary repairs will be documented, shall be completed. The Contractor shall have five (5) calendar days, unless a written extension approval is provided, to complete punch list items prior to a second on-site meeting and inspection being scheduled. Upon final completion the Contractor shall provide a certificate of completion to the Facilities Director of the overseeing school district for approval. The approved certificate of completion for each location shall be submitted to the Commission to initiate payment for the respective site.

The contractor shall provide Upshur Directors with ALL administration user names and passwords for ALL equipment and a hard copy of all software and licenses needed for operation and maintenance of the system.

The contractor shall provide the Upshur County Commission and Upshur Board of Education with a final project report.



**Section 5: Additional Information**

This solicitation for proposals is not a contract nor commitment of any kind.

The Upshur County Commission nor the Upshur County Board of Education are liable for costs nor expenses incurred in the preparation of the bidder's proposal. Notwithstanding any other provision herein, the Upshur County Commission reserves the right in its sole discretion to waive minor technical deficiencies in the proposals.

No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the Upshur County Commission nor the Upshur County Board of Education. The Upshur County Commission and Upshur County Board of Education may request clarification and additional information from any proposer. The BOEs reserve the right to conduct interviews and request site visits of completed projects as deemed appropriate during the review process.

The Commission and BOEs may require up to 30 days after opening the proposals to award the contract.

Questions, regarding any aspect of the project, will only be accepted in written form on or before May 24<sup>th</sup>, 2022 at 11:59 a.m. and shall be proposed via the Google Form (<https://forms.gle/AwqE1qxx72sGiWDd7> ). Responses will be received via by Jodie Akers, Upshur County Director of Transportation, at [jakers@k12.wv.us](mailto:jakers@k12.wv.us) and Matthew Sisk, Director of Safety & Emergency Preparedness.

**Attachment I**  
**Contractor's Representations**

The undersigned bidder certifies that they have:

1. Familiarized themselves with this RFP and agree to provide the required services in accordance with this proposal and all attachments.
2. Visited all locations and are familiar with and satisfied as to the general, local, and site conditions' that may affect cost, progress, and performance of the work.
3. Contractor agrees that compliance with any federal, state, and/or local law and/or regulation is their sole responsibility and not the responsibility of the Commission nor the BOEs.
4. Contractor does not consider that any further examinations, investigations, tests, studies, or data are necessary for the performance of this work at the stated contract price, within the contract time period, and in accordance with any other terms and conditions so stated.

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

By: \_\_\_\_\_

Signature of Person Authorized to Sign

\_\_\_\_\_  
Name of Person Authorized to Sign

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address and Telephone Number

**Attachment II**  
**Contractor's Certification of Eligibility**

The contractor certifies, by acceptance of this contract and signature on the agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department / agency or any state department / agency.

In addition, the contractor certifies, by acceptance of this contract and signature on the agreement, that no debt in an amount greater than one thousand dollars (\$1,000) is owed to the state or any political subdivision thereof (WV Code §5A-3-10a) and is eligible for the award of this contract.

My signature below indicates and certifies that this information is true and complete to the best of my knowledge and I fully understand the Owner may take appropriate action for making a false statement.

---

Please Print Name of Firm; and Name and Title of Individual Signing Certification

---

Signature

---

Date

**Attachment III**  
**Bid Evaluation Worksheet**

Selection Criteria	Total Points Available	Vendor 1	Vendor 2	Vendor 3	Vendor 4
Cost of Goods/Services*	30*				
Understanding of Needs	15				
Meets Technical Requirements	20				
Prior Security Experience	15				
Prior BOE Experience	5				
Reliability of Service	15				

**Total Points** **100**

**\*This number must be higher than all other numbers in this column**

**Winning Bidder:**

**Approved By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Bid Assessment Comments, if needed:**

**Attachment V**  
**Affidavit of Non-Collusion**

Upshur County, WV  
**COPS TRANSPORTATION SECURITY SERVEILLANCE PROJECT**

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

I, \_\_\_\_\_ (name and title) representative for  
\_\_\_\_\_ (Contractor) being duly sworn does depose, say  
and certify:

Said Contractor has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with the COPS Transportation Surveillance Project in Upshur County, WV.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Name and Title of authorized representative

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

The foregoing affidavit was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019  
by \_\_\_\_\_ representative for \_\_\_\_\_.

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Commission expiration date

(seal)

**Attachment VI - Appendix****Location Listing****Upshur County Locations****Dates for site visit are: April 29<sup>th</sup>, 2022 & May 17<sup>th</sup>, 2022**

<b><u>Locations</u></b>	<b><u>Min. # Video Cameras for building</u></b>
141 Tallmansville Rd. Buckhannon, WV 26201	<b>10 Cameras</b>

April 12, 2022

Upshur County Commission  
91 West Main St, Suite 101  
Buckhannon, WV 26201

Dear Commissioners:

I am requesting your consideration to be appointed as a County Coroner for Upshur County. As you are aware, there is a shortage of County Medical Examiners in WV. This has caused major delays for First Responders in Upshur County and other counties on scenes in which a Medical Examiner is required to respond. This poses a safety issue for our residents because these response times tie up a whole EMS crew for hours and keeps them unavailable to be in service to respond to other calls. I have spoken with Jim Hanshaw, Chief Investigator with the WV State Medical Examiners Office in Charleston. He states that the County Commission has the right to appoint a qualified County Coroner. At that point, the State Medical Examiner's office would do an orientation and training with the individual to get them started. The state of WV pays all fees associated with the position.

I meet and exceed the requirements and qualifications for the appointment. I was a Law Enforcement Officer for 20 years serving with the Upshur County Sheriff's Office, the Randolph County Sheriff's Office, and the WV Natural Resources Police. I have investigated deaths of all types during those 20 years. I am medically trained and certified as an EMT with the State of WV. I have taken the required Medicolegal Death Investigation Course two different times and I am currently enrolled in another one. These qualifications meet the requirements of WV Code 61-12-7.

Thank you for your consideration with this appointment. If you have any questions you can contact me.

Best Regards,

Jason L. Queen



---

March 25, 2022

Upshur County Emergency Management  
40 W Main St #101  
Buckhannon, WV 26201

Dear Upshur County,

Unified Solutions LLC is happy to provide the County of Upshur a Time and Material quote to maintain Upshur County Tallmansville Tower site. This will be helpful to both Upshur County and Unified Solutions LLC who takes care of the 911 Centers Radio Consoles. If a problem arises in your County Emergency communications, you will have one number to call.

During normal business hours 8:30 am to 5:00 pm we will charge \$175.00 an hour with 2-hour minimum port to port. After hours and weekends will be charged at \$350.00 an hour port to port. Materials will be charged at market rate.

Please contact me if you have any questions or concerns at 304-238-3993.

Thanks for your business.

Sincerely

*David Posey*

General Manager  
Unified Solutions LLC  
dave.posey@unifiedsolutions-ps.com  
304-238-3993

---

P.O Box 2172  
WHEELING, WV 26003

PHONE: (888) 611-9911  
FAX: (304) 242-3959





**State of West Virginia**  
**John B. McCuskey**  
State Auditor



Office of the State Auditor  
Local Government Services  
200 West Main Street  
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 340-5090  
[www.wvsao.gov](http://www.wvsao.gov)

April 4, 2022

**NOTICE OF APPROVAL OF THE LEVY ESTIMATE  
(BUDGET)**

TO: Upshur County Commission

In accordance with the provisions of Chapter 11, Article 8, of the West Virginia Code, as amended, the State Auditor of West Virginia hereby approves your Levy Estimate (Budget) for the fiscal year beginning July 1, 2022.

The approval of your budget does not reflect our approval or disapproval of your counties position concerning the elected official's salary increase provided for in Senate Bill 172. Our position on this issue will be determined later.

With this written approval, the levying body shall meet on the third Tuesday in April (April 19) to hear and consider any objections and to officially adopt the levy rates for property taxation. The clerk/recording officer, within three days of such meeting, shall prepare and forward to the State Auditor the officially adopted levy rates and levy order.

If you have any questions, please do not hesitate to contact me at 304- 627-2415 or 1-877-982-9148 extension 5114, Shellie Humphrey extension 5119, Tiffany Hess extension 5118 or Rebecca Clise extension 5101.

Sincerely,  
John B. McCuskey  
WV State Auditor

A handwritten signature in blue ink, appearing to read "Ora L. Ash".

By: Ora L. Ash, Deputy State Auditor  
Local Government Services



*Jim Justice*  
*Governor of West Virginia*

March 25, 2022

The Honorable Mac Warner  
Secretary of State  
State Capitol  
Charleston, West Virginia 25305

Dear Secretary Warner:

I have this day made the following appointment to the West Virginia Records Management and Preservation Board pursuant to the provisions of W.Va. Code §5a-8-15:

The Honorable Kristie G. Tenney, Buckhannon, Upshur County, to serve at the will and pleasure of the Governor. She is a Republican from the Second Congressional District and succeeds Jack Woodrum. She is from the Eleventh Senatorial District.

The appropriate commission is being issued accordingly. This appointment requires the advice and consent of the Senate.

Sincerely,

A handwritten signature in blue ink, which appears to read "Jim Justice".

Jim Justice  
Governor

JCJ: mrp

cc: President of the Senate  
Speaker of the House of Delegates  
Clerk of the Senate  
Clerk of the House of Delegates  
Senate Confirmations Chair  
Ethics Commission  
Records Management and Preservation Board



State of West Virginia  
Department of Homeland Security  
Division of Administrative Services

1124 Smith Street, Suite 2100  
Charleston, WV 25301

(304) 558-2350



JEFF S. SANDY, CFE, CAMS  
CABINET SECRETARY

MICHAEL V. COLEMAN  
DIRECTOR

April 5, 2022

Upshur County Commission  
38 West Main Street, Room 302  
Buckhannon, WV 26201

Dear Commissioners,

The Division of Administrative Services provides accounts receivable services to the Division of Corrections and Rehabilitation. These services include preparing the monthly invoices for counties and municipalities for persons lodged in a regional jail. I am writing to you today on behalf of the Division of Corrections and Rehabilitation concerning the statutory eligibility requirements for counties and municipalities to receive funds from the Jail Operations Partial Reimbursement Fund ("JOPRF").

As you should know, funds from the JOPRF are typically disbursed to counties and municipalities shortly after the end of each fiscal year pursuant to West Virginia Code §15A-3-17. The pertinent language in the statute governing eligibility for payments from the JOPRF states: "***Provided, That only counties and municipalities that, on July 1 of each year, are not more than 90 days delinquent in payments for moneys to incarcerate its offenders are eligible to receive this reimbursement: Provided, however, That the pro rata share formula shall not include the counties or municipalities which are not entitled to reimbursement pursuant to this section.***"

A copy of your most recent regional jail statement is enclosed with this letter. Anytime you have a question about your jail statement, outstanding balances, or payments you can contact Kimberly Wilson, Accounts Receivable Manager, at the Division of Administrative Services by calling (304) 414-3432 or by emailing her at [Kimberly.S.Wilson@wv.gov](mailto:Kimberly.S.Wilson@wv.gov).

Thank you for your time and consideration in this matter. The Division of Corrections and Rehabilitation values its relationships with the state's counties and municipalities and appreciates the efforts undertaken to remain current in these per diem payments. Please do not hesitate to contact me if you have additional questions or concerns, and all available assistance will be provided in the pursuit of achieving our mutual goals and obligations.

Sincerely,

*Joseph C. Thornton - For*

Michael V. Coleman, Director

# Statement

WV Regional Jail and Correctional Facility  
1409 Greenbrier Street  
Charleston, WV 25311

Date
3/31/2022

To:
Upshur County Commission 38 West Main Street, Room 302 Buckhannon, WV 26201

		Amount Due	Amount Enc.
		\$80,432.75	
Date	Transaction	Amount	Balance
03/31/2022	INV #3122468e. Due 03/31/2022. Orig. Amount \$80,432.75. --- Inmate Days - County, 1,667 @ \$48.25 = 80,432.75	80,432.75	80,432.75

I. Unless otherwise specified by law or rule, whenever payments are received from any customer as payment for outstanding invoices and/or credits are present for DCR jail beds, the payment or credit will be applied as indicated in writing by the customer. II. If the customer wishes to specify how funds or credits are to be applied, the request must be in writing by the customer at the time payment is submitted, within 90 days after payment is received by DAS, when credit appears on the customer statement, or by end of the fiscal year. III. Unless written specification is provided otherwise, it is DAS policy to apply the payment or the credit to the oldest undisputed outstanding amount(s) first. Applying the funds or credits to the oldest undisputed outstanding amount(s) assists the customer to be as current as possible to place them in the best possible position to qualify for disbursements from the Jail Operations Partial Reimbursement Fund, as noted in West Virginia Code §15A-3-17.

Amount Due
\$80,432.75

LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
MONTH OF <u>March</u> <u>2022</u>		
	UPSHUR	LEWIS
<b>ADOPTIONS</b>		
CASH	\$360	\$145
CHECK	\$70	\$10
E STORE CREDIT CARD	\$340	\$130
<b>SUBTOTAL</b>	<b>\$770</b>	<b>\$285</b>
<b>SPAY/NEUTER DEPOSIT</b>		
CASH	\$600	\$250
CHECK	\$100	\$50
E STORE CREDIT CARD	\$300	\$150
<b>SUBTOTAL</b>	<b>\$1,000</b>	<b>\$450</b>
<b>BOARD RESCUE</b>		
CASH	\$50	\$10
CHECK	\$10	\$0
E STORE CREDIT CARD	\$10	\$10
<b>SUBTOTAL</b>	<b>\$70</b>	<b>\$20</b>
<b>MICRO-CHIPPING</b>		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>
<b>DONATIONS</b>		
CASH	\$0	\$0
CHECK	\$30	\$0
E STORE CREDIT CARD	\$0	\$0
<b>SUBTOTAL</b>	<b>\$30</b>	<b>\$0</b>

OTHER		
TOTAL	\$1,870	\$755

EXPLANATION:

**LEWIS-UPSHUR ANIMAL CONTROL FACILITY REPORT**  
**ACCOUNT OF CATS**  
**JANELLA COCHRAN, SUPERVISOR OF ANIMAL SERVICES**  
**(March 2022)**


TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	0	0	0
Cats brought in by Animal Control Officer	0	4	4
Cats brought in by County Residents	31	12	43
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	0	0	0
Cats Escaped	0	0	0
Adoptions:			
With Charge	9	6	15
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	23	4	27
Euthanasia:			
Owner Request	0	0	0
Other	3	4	7

*Janelle L Cochran*  
 Signature

*4-6-22*  
 Date

**LEWIS - UPSHUR ANIMAL CONTROL FACILITY**  
**ANIMAL REPORT (April 2022)**  
**ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY**  
**FOR THE MONTH OF (March 2022).**

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	21	17	38
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	19	2	21
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box	0	0	0
Dogs Quarantined	1	0	1
Dogs Returned to Owner	9	1	10
Dogs Escaped	0	0	0
Adoptions:			
With Charge	19	7	26
Without Charge	0	0	0
Rescues:			
With Charge	2	2	4
Without Charge	9	7	16
Euthanasia:			
Owner Request	0	0	0
Other	1	0	1
Total	81	36	117

  
 Signature

4-6-22  
 Date



John Slaughter, Animal Control/Humane Officer  
Monthly Animal Report

MARCH 2021 ~~2022~~

TRANSACTION	UPSHUR	LEWIS
Dogs picked up	21	
Dogs adopted		
Dogs adopted - no charge		
Rescued Dogs		
Dogs returned to Owner by Animal Control Officer	0	
Dogs returned to Owner by LUACF		
<u>Dogs Quarantined</u>	1	
Dogs in Drop Box		
Dogs brought in		
Dogs Euthanized		
Dogs brought in by Upshur County Animal Control	21	
Other Animals brought in by Upshur County Animal Control		
Total Number of Hours Involved		
*Dogs brought in by Lewis County Animal Control		
*Other Animals brought in by Lewis County Animal Control		

  
Signature

4-4-2022  
Date



PO Box 2115 / 79 East Main Street, Buckhannon, WV 26201  
(304) 473.1051 upshurfrn@yahoo.com

### UCFRN General Membership Meeting ~ Zoom

*April 11, 2022 12:00 PM*

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#### Agenda Topics

- Introduction and opening prayer
- Updates:
  - Community Baby Shower – JUNE 13<sup>th</sup> (Pool after)
  - Updates on socials and Healthy Grandfamilies
  - CAP Month
    - Stories
    - Pinwheels
    - Banner
    - Flags
- Any other information Lori or board forgot
- Information Sharing

Next meeting Monday, May 9, 2022 at 12:00pm – Zoom (unless otherwise mentioned in next reminder)

## ***Buckhannon-Upshur Airport Authority Agenda***

***W22- Upshur Regional Airport Terminal Building, 644 Airport Road, Buckhannon, WV 26201 as well as Virtually via Telephony or ZOOM <sup>1</sup>***

***Monday, April 11, 2022 at 4:00 pm***

---

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
  - President's Report – Tom O'Neill
    - Discussion and possible action regarding lease renewals for Nicholas Upton, HealthNet Aeromedical Services, Inc., and I'm Out LLC
  - Treasurer's Report – Phil Loftis, Treasurer
    - Discussion and possible action regarding Young Eagles Day activity
    - Discussion and possible action regarding pay raises
    - Approval of quote for Public Officials and Employment Practices Liability Insurance expiring April 30, 2022
    - Approval to pay Hastie Fence Co. Invoice 03/29/2022; \$4,500.00
  - Secretary's Report – Brian Huffman, Secretary
  - Engineering Reports – Chapman Technical
  - Operations – Jamie Wilt, Jennifer Powers
    - Jamie**
      - Exterior fence clearing to begin
      - Quotes for UTV/ATV
    - Jenny**
      - New t hangar tenant
- D. Consent Agenda:
  - Approval of Minutes
  - Approval of Treasurer's Report
  - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
  - Hangar space requests/applications/updates
- G. New Business:
- H. Board Member Comments and Announcements
- I. Adjournment

**Notice:** This (and possible future meetings) are being held using a conference call and the electronic application 'Zoom'. Should you desire to attend this meeting electronically you will need to contact the Authority ([accounting@fllw22.com](mailto:accounting@fllw22.com) or 304-516-1920) at least one hour prior to the meeting to gain the necessary information to join the meeting. All meetings of the Authority are open to the public.

---

<sup>1</sup> Due to Covid-19 concerns and per WV Code 6-9A-2(5) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means.

In compliance with West Virginia's Public Meeting Law, the 26<sup>th</sup> Judicial Circuit Community Corrections Program special board meeting will be held April 11, 2022 at 6:00pm at the Upshur County Day Report Center in Upshur County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

**COMMUNITY CORRECTIONS  
Board Meeting Agenda  
April 11, 2022  
Upshur County Day Report Center 6:00 P.M.**

**I. Handouts**

- Sign in sheets
- Agenda, Previous Meeting Minutes
- Budget report

**II. New Business**

- 1) Batterer's Intervention Prevention Class Update
  - Upshur/Lewis class in process
- 2) Home Confinement Update- Lewis-15 Upshur-23
- 3) Community Corrections Update
  - Referrals received since July 1, 2021, Upshur-85 Lewis-58 Total-143
  - Update about Lewis County new DRC building
  - Request to approve SIEEP Grant
  - Discussion/requests about upcoming Community Corrections Directors meeting

**III. Next Meeting**

- **June 6, 2022 at the Lewis County Day Report Center at 6:00 P.M.**

**Upshur County Convention & Visitors Bureau**

**April 13<sup>th</sup>, 2022 Agenda**

- Call Meeting to Order
- Approval of Minutes
- Treasurer's Report
- Director's Report
  - CVB Finances – funding request to County
  - Advertising Updates
  - Water Trail Designation
  - WAMSB
  - WV Strawberry Festival / Strawberry Market
  - Chamber Video
- Event Center Director Report
  - Past / Upcoming Events
  - Update on Lighting & Power
- Old Business:
- New Business:
  - Upcoming election of Officers & new board members
- Motion to Adjourn Meeting

**NEXT MEETING: May 11, 2022**

## AGENDA

### EXECUTIVE COMMITTEE UPSHUR COUNTY DEVELOPMENT AUTHORITY

Thursday, April 14, 2022

7:00 am – Innovation Center Board Room on 1<sup>st</sup> Floor - in person

Presiding, Skip Gjolberg, President

- |       |  |                 |
|-------|--|-----------------|
| I.    | Call to Order  | Gjolberg        |
|       | ➤ Roll Call  |                 |
| II.   | Minutes/Approval   | Gjolberg        |
| III.  | Financial Report   | Gompers/Bostian |
| IV.   | Old Business   | Bostian         |
|       | <ul style="list-style-type: none"> <li>• Upshur Leadership Update</li> <li>• Brick - Block / Heaters</li> <li>• New Board Members</li> <li>• Marketing Update and ReBranding</li> </ul>                      |                 |
| V.    | New Business   | Bostian         |
|       | <ul style="list-style-type: none"> <li>• Annual Meeting</li> <li>• Business Partnerships</li> <li>• Stakeholder Meetings - Opportunity Zones / Education /<br/>Emergency Services / Land Planning</li> </ul> |                 |
| VI.   | Director's Report  | Bostian         |
|       | <ul style="list-style-type: none"> <li>• ARC POWER Grant – Workforce</li> </ul>  |                 |
| VII.  | Other  |                 |
| VIII. | Adjourn  |                 |

Full Board Meeting – Thursday, May 12, 2022

UPSHUR COUNTY SAFE STRUCTURES AND SITES  
ENFORCEMENT BOARD

**Meeting Agenda**

Upshur County Administrative Annex

Thursday, April 14, 2022

3:00 p.m.

\*\*\*\*\*

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
  - March 10, 2022
- V. Report and/or action on Pending Cases
  - 021121-01 (Chapman) – Pending until State action has reached its conclusion – Hearing is scheduled for April, 2022
  - 111021-01(Hughes) – Review photographs of property
  - 011322-01 (Bailey) – Review photographs of property
  - 031022-01 (George) -- Review photographs of property
  - 051321-01 (Hyre/Valusia Ventures) -- Review photographs of property
- VI. Consider requests to establish new cases that were received on or before 4/11/2022
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, May 12, 2022 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

## ***Buckhannon-Upshur Airport Authority Special Meeting Agenda***

***Buckhannon-Upshur Airport Authority–W22 Upshur Regional Airport Terminal  
Building as well as Virtually via Telephony or ZOOM <sup>1</sup>***

***Friday, April 15, 2022 at 2:00pm***

---

- A. Call to order
- B. Discussion and approval of modification of temporary easement agreement and road grant easement with Atlantic Coast Pipeline
- C. Discussion and possible action regarding lease renewals for Nicholas Upton, HealthNet Aeromedical Services, Inc., and I'm Out LLC
- D. Discussion and possible action regarding personnel matters. May lead to executive session.
- E. Board Member Comments and Announcements
- F. Adjournment

The next regular meeting of Buckhannon-Upshur Airport Authority will be Monday, May 9, 2022 @4:00pm.

Notice: This (and possible future meetings) are being held using a conference call and the electronic application 'Zoom'. Should you desire to attend this meeting electronically you will need to contact the Authority ([accounting@flyw22](mailto:accounting@flyw22) or 304-516-1920) at least one hour prior to the meeting to gain the necessary information to join the meeting. All meetings of the Authority are open to the public and shall return to the Airport facilities when deemed safe for all participants. Thank you for your understanding.

---

<sup>1</sup> Due to Covid-19 concerns and per WV Code 6-9A-2(5) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means.



**Notice of Meeting**  
**Buckhannon-Upshur Parks and Recreation Advisory Board**

\*\*\*\*\*

Date: April 19, 2022

Time: 5:30 PM

Location: Administrative Annex, 91 West Main Street, Buckhannon

Agenda

1. Approval of minutes from March meeting
2. Financial Report
3. Discussion on budget approvals
4. Trails update/approval/action or discussion on any needed expenses
5. Clean day update
6. Fairy Garden update
7. Park and Recreation Director Report
8. Disc Golf Tournament Update from Jacob Mill/ Date/funding/volunteers
9. Public Comment
10. Adjourn

Adjournment

Next Meeting: 5:30 PM, May 17, 2022

**To Participate in the meeting virtually,**

Please join my meeting from your computer, tablet or smartphone: <https://meet.goto.com/507674101>

You can also dial in using your phone **United States: +1 (571) 317-3122** Access Code: **507-674-101**

***City Council of Buckhannon – 2:30 PM in Council Chambers  
Special Meeting Agenda for Tuesday, April 19, 2022***

---

**A. Call to Order**

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of American

**B. Strategic Issues for Discussion and/or Vote**

**B.1 Lay the Levy**

*Per WV Code § 11-8-10a:* The purpose of the meeting is to lay the levy of the property tax rates for the next fiscal year 2022-23 and to hear any objections.

**C. Adjournment**

Posted 03/18/2022

Revised 04/11/2022

***Special Session of City Council of Buckhannon  
2:45 P.M. in Council Chambers  
Meeting Agenda for Tuesday, April 19, 2022***

---

- A. Call to Order
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. Executive Session Per WV Code § 6-9A-4
  - B.1 Interview Candidates for Possible Hire of Probationary Police Officer(s)
- C. Strategic Issues for Discussion and/or Vote
  - C.1 After Executive Session: Possible Hire of Probationary Police Officer(s)
- D. Adjournment

Posted 04/11/2022

# AGENDA

LEWIS/UPSHUR LEPC

April 20, 2022

- 1 MEETING CALL TO ORDER
- 2 WELCOME AND INTRODUCTION OF GUESTS
- 3 MINUTES OF PREVIOUS MEETING
- 4 TREASURER'S REPORT
- 5 UNFINISHED BUSINESS
  - A On Site Emergency Plans
  - B JH Consulting contract for Commodity Flow Study
  - C Web Site update
  - D Membership update
- 6 NEW BUSINESS
  - A Standing Committee appointments
  - B Assignments to Committees
  - C Annual Exercise
  - D Misc.

Adjournment

**Adrian Public Service District**  
March 3, 2022  
Monthly Board Meeting



Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Eric Brunn and Norma Woody.

Visitors in attendance: Morgan Haymond.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman Spencer.

Minutes of the February 3<sup>rd</sup> meeting were read. Paul made the motion to approve the minutes and Kelly second.

Invoices were presented. A motion was made to pay by Kelly, second by Carolyn.

**Old Business**

- Phase VIII/Pickens update provided by Morgan Haymond and Norma Woody. Morgan awaiting signature on deed by Mr. Chandler for Chandler tank site acquisition. To date, three of four necessary property site acquisitions are complete for Phase VIII project. The Ricottilli tank site condemnation process has begun. Mr. and Mrs. Ricottilli requested our engineer meet with their engineer in effort to move location. Our engineer remains adamant there is no other alternative for tank site due to elevation and other engineering factors.

**New Business**

- None

**Items for Discussion/Action/Approval**

- Norma presented maintenance building quote for future considerations on additions to existing shop building.
- Additionally, Norma provided a quote from Sealcoat Concepts LLC for resealing of parking lot and access road due to normal travel wear. Due to necessary repairs of access road in need of completion, the board voted unanimously to move forward with sealing of parking lot and shop area. Eric Brunn will manage scheduling.
- Revisions to employee handbook were completed by Norma Woody. Upon review, the board approved the handbook for distribution to employees.

**Maintenance Report**


- New Micrologic tower completed at Rock Cave tank site. Micrologic meeting with Eric in March for electric hookup.
- Installed four new chlorine pumps.
- Changed head bearing out on number 2 pump at Hinkleville Booster Station.
- Repairing four fire hydrants.
- Installed two new services.
- Starting to install drive by meters on Ed Tenney meter route.
- Repaired three service leaks
- Eric presented estimate from Mid Atlantic Storage Systems, Inc. for hole repairs to Big Bend tank. Currently, Salem Ridge and Cleveland tanks have holes in need of repair, however, Big Bend tank is most critical. The board voted unanimously to make repairs necessary. Mid Atlantic is scheduled to arrive May 31<sup>st</sup> to start process.

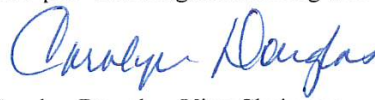
**Office Report**

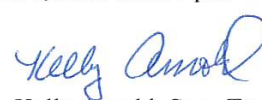
- None

**Adjournment**

The meeting adjourned at 4:00 pm. Next regular meeting will be April 7, 2022 at 3:00 pm

Board of Directors  
  
Paul Spencer, Chairman

  
Carolyn Douglas, Vice Chairman

  
Kelly Arnold, Sec., Treas.

**UPSHUR COUNTY SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS MEETING  
MINUTES**

Monday, March 14, 2022

Chair Joyce Harris-Thacker called the regularly scheduled meeting of the Upshur County Solid Waste Authority to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:31 p.m. on March 14, 2022.

Present at the meeting were: Joyce Harris-Thacker, James S. "Jay" Hollen III, Jackie McDaniels, Paula Stone and Director Belinda Lewis. A quorum was present. There were no guests.

The minutes of the February 14, 2021 meeting had been previously sent to the members. Jay made a motion to approve the minutes. Seconded by Paula. Motion carried.

The Financial Reports for February were presented by the Treasurer Jay. Register reports for the four bank accounts with First Community Bank covering February 2022 were presented. The ending balances for the accounts are as follows:

	<u>February</u>	<u>March</u>
• REAP Account	\$ 100.00	\$ 1,199.15
• SWMB Account	\$9,130.00	\$ 9,086.93
• Money Market Account	\$19,569.55	\$19,570.00
• Operating Account	\$26,214.71	\$22,732.36

A motion to accept by Paula and seconded by Joyce. Motion carried.

Belinda reported that she has been in constant contact with Sunrise Sanitation about the April 23<sup>rd</sup> Paper Shred Event. She completed the SWMB semi-annual report and printed out the application for the 2023 grant.

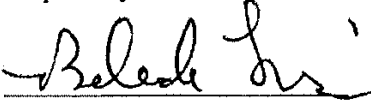
A discussion was held about the upcoming Paper Shred Event. Paula, Jay and Jackie volunteered to help with the event on Saturday, April 23<sup>rd</sup> from 9:00 a.m. to 12:00 noon.

The Every Door Direct Mailing Brochure (EDDM) was discussed. Belinda distributed paperwork about the changes. Jay made a motion to approve the brochure, with changes. Seconded by Paula.

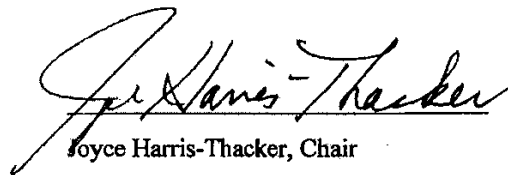
The 2023 application for the SWMB Grant was discussed. It was determined to ask for the same items as last year.

With no further business, the meeting was adjourned at 5:10 p.m.

Respectfully Submitted:



Belinda Lewis, Director



Joyce Harris-Thacker, Chair

February 14, 2022

(Signature copy to be maintained in the UCSWA Office)

## **Upshur County Solid Waste Authority**

### **DIRECTOR'S REPORT— Belinda Lewis**

Period from February 15<sup>th</sup> through March 14<sup>th</sup>, 2022

#### **Activities included:**

- Prepared and distributed by email the minutes of the 2/14/2022 meeting.
- Checked [upshurwa@yahoo.com](mailto:upshurwa@yahoo.com) email daily.
- Checked mail at Post Office every day.
- Recorded four deposits in the Operating Account and as per the auditor's suggestion, recorded them in the receipt book. The amounts were \$19,948.55; \$337.13, \$153.89 and \$200 (Magistrate's Office)
- After the February meeting, made copies of checks and mailed them and scanned the approved minutes for the county.
- Received monthly bank statements on the four accounts and reconciled balances for February. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current grants.
- Prepared checks for payment of bills for the March meeting.
- Prepared agenda and packets for March 14<sup>th</sup> Board Meeting and emailed a copy of the agenda to members, Ms. Phillips, My Buckhannon and the Record Delta.
- Cleaned office.
- Fielded many calls on my cellphone about recycling and the Free Paper Shred Event.
- Provided SWMB with additional information for the semi-annual report.,
- Typed the minutes of the February 14<sup>th</sup> meeting and sent copies to the Board Members.
- Sent weekly email updates to the Board Members.
- Printed out the 2023 application for the SWMB grant.
- I have been staying in contact with Sunrise Sanitation about the Free Paper Shred Event.
- Working on getting the yard signs and advertisements ready for the Free Paper Shred Event.
- Contacted the Upshur County elementary schools about April field trips to the Transfer Station. So far, I have had 4 schools who are interested. (I will be planning these field trips around my full-time job).

*Thanks—Belinda*