



**CRANE AND CERTIFIED OPERATOR SERVICES -  
LOCOMOTIVE AND SHUTTLE CAR**

REQUEST FOR QUOTATIONS

**Issued February 6, 2026 | Proposals Due February 25, 2026**

*almost heaven*

## 1. PURPOSE AND SCOPE

- 1.1. The West Virginia Department of Tourism (“Agency”) is soliciting quotations to establish a contract with a qualified vendor to provide a properly sized crane, certified operator, rigging, and related services to lift, move, and set one (1) historic locomotive and one (1) historic coal shuttle car at the West Virginia Culture Center, 1900 Kanawha Blvd. East, Building 9, Charleston, WV 25305.
- 1.2. This is a service procurement. No purchase of equipment is contemplated.

## 2. TERMS AND CONDITIONS:

The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2.2 of the General Terms and Conditions.

- 2.1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document approved as to form by the Attorney General’s office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor’s signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor’s agreement to be bound by and accept the terms and conditions contained in this Contract.
- 2.2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
  - 2.2.1. Agency means the West Virginia Department of Tourism, or its authorized representative.
  - 2.2.2. Contract means the written agreement resulting from this solicitation between the Agency and the successful vendor.
  - 2.2.3. Vendor means any individual, partnership, firm, corporation, or other legal entity submitting a quotation in response to this ARFQ. The term “Vendor” shall be used throughout this solicitation both prior to and after award.
  - 2.2.4. Successful Vendor means the vendor whose quotation is determined to be the lowest responsible and responsive vendor and whose quotation is accepted by the Agency.
  - 2.2.5. Crane means the mobile lifting equipment furnished by the vendor and used to perform the lifts required under this contract.
  - 2.2.6. Certified Operator means an individual who holds a current NCCCO certification or equivalent and is legally qualified to operate the crane in accordance with applicable laws and regulations.
  - 2.2.7. Rigger and Signal Person means qualified individuals provided by the vendor as required by OSHA to assist with rigging, signaling, and safe execution of the lifts.
  - 2.2.8. Lift Plan means the written plan submitted by the vendor prior to mobilization describing estimated load weights, pick points, crane configuration, operating radius, and safety procedures.

- 2.2.9. Work means all labor, supervision, equipment, rigging, mobilization, demobilization, and services necessary to safely lift, move, and set the locomotive and shuttle car as specified herein.
- 2.2.10. Hourly Rate means the fully loaded rate proposed by the vendor inclusive of labor, equipment, fuel, supervision, minimum hour charges, and incidental costs.
- 2.2.11. Mobilization/Demobilization means transporting equipment and personnel to and from the job site.
- 2.2.12. Pass/Fail Requirements mean mandatory requirements that must be met for a quotation to be considered responsive. Failure to meet any Pass/Fail Requirement may result in rejection of the quotation.
- 2.3. FIXED TERM CONTRACT:** This Contract is a Fixed Term Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed by June 30th.
- 2.4. AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document.
- 2.5. SERVICE:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
- 2.6. EMERGENCY PURCHASES:** The Procurement Officer may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
- 2.7. LICENSE(S) /CERTIFICATIONS/ PERMITS:** The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications upon request.
- 2.8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancellation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.
- Vendor must maintain: Commercial General Liability Insurance in at least the amount of: \$1,000,000.00 occurrence.
- Notwithstanding anything contained in this section to the contrary, Tourism reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so

is in the State's best interest.

- 2.9. WORKERS' COMPENSATION INSURANCE:** Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.
- 2.10. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:  
Liquidated damages are not included in this contract.
- 2.11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.
- 2.12. PRICING:** The pricing set forth herein is for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.
- 2.13. PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.
- 2.14. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)
- 2.15. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 2.16. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of Vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.
- 2.17. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In

the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

- 2.18. CANCELLATION:** The Procurement Officer reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Procurement Officer may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.
- 2.19. TIME:** Time is of the essence regarding all matters of time and performance in this Contract.
- 2.20. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.
- 2.21. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.  
**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.
- 2.22. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
- 2.23. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.
- 2.24. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such

term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

- 2.25. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 2.26. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.
- 2.27. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defects in material and workmanship.
- 2.28. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- 2.29. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.
- 2.30. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**2.31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**2.32. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**2.33. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

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

**2.34. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing

or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

- 2.35. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.
- 2.36. REPORTS:** Vendor shall provide any and all reports as the Agency may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.
- 2.37. BACKGROUND CHECK:** The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol Complex based upon the results from a criminal background check. Service providers should contact the West Virginia Division of Protective Services at 304-558-9911 for more information.
- 2.38. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.
- 2.39. VOID CONTRACT CLAUSES:** This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

### 3. GENERAL REQUIREMENTS

#### 3.1. GOVERNING LANGUAGE

- 3.1.1. In the event of any inconsistency between the requirements set forth in Sections 1 and 2 and the provisions of this Section 3, the requirements of Sections 1 and 2 shall govern.

#### 3.2. DESCRIPTION OF ITEMS

- 3.2.1. Steam Locomotive Approximate dimensions:
- Width: 9 feet 10 inches
  - Height: 12 feet 4 inches
  - Length: 22 feet 6½ inches
  - Weight 50 tons
- 3.2.2. 20-Ton End-Steer Shuttle Car
- Approximate dimensions:
    - Width: 8 feet 9 inches

- Height: 5 feet 3 inches
  - Length: 27 feet 3 inches
  - Distance between axels: 8 feet
  - Weight: 20-Ton (implied by model name)
  - Power Supply: 575-Volt with DC Tram Motors
- 3.2.3. The vendor shall be responsible for verifying all site conditions and lift requirements prior to performing the work.

**3.3. SCOPE OF SERVICES.**

- 3.3.1. The successful vendor shall furnish all labor, equipment, supervision, and materials necessary to:
- Mobilize the crane and crew to the site.
  - Set up and level the crane in the designated lifting area.
  - Safely rig, lift, move, and set the locomotive and shuttle car as directed by the Agency.
  - Demobilize and remove all equipment upon completion.
- 3.3.2. All work shall be performed in compliance with applicable OSHA, ANSI, and manufacturer standards.
- 3.3.3. The Agency makes no representation regarding ground bearing capacity, subsurface conditions, or site access conditions, and the vendor shall be solely responsible for verifying the adequacy of all site conditions prior to performing the work.

**3.4. CRANE REQUIREMENTS**

- 3.4.1. The vendor shall provide a crane with sufficient rated capacity to safely lift the heaviest load with a minimum safety margin of twenty-five percent (25%) above the maximum anticipated load at the required radius.
- 3.4.2. The crane shall be currently inspected, certified, and in good operating condition.
- 3.4.3. The crane configuration shall be suitable for the required reach, radius, and lift height at the site.
- 3.4.4. The quotation shall identify:
- Crane make and model.
  - Maximum rated lifting capacity.
  - Boom length and configuration.

**3.5. OPERATOR AND CREW QUALIFICATIONS**

- 3.5.1. The crane operator shall hold a current NCCCO certification or equivalent.
- 3.5.2. The operator shall have a minimum of five (5) years of experience performing similar heavy lifting operations.
- 3.5.3. A qualified rigger and signal person shall be provided as required by OSHA.
- 3.5.4. Proof of all certifications shall be provided upon request.

**3.6. RIGGING AND LIFT PLAN.**

- 3.6.1. The vendor shall provide all required rigging, slings, shackles, and lifting devices.
- 3.6.2. All rigging shall be properly rated and inspected prior to use.
- 3.6.3. Prior to performing the work, the vendor shall submit a written Lift Plan for Agency review, including:
- Estimated load weights.
  - Pick points and rigging methods.

- Crane configuration and operating radius.
  - Safety precautions.
- 3.6.4. Work shall not begin until the Lift Plan is reviewed and accepted by the Agency.

**3.7. PROTECTION OF PROPERTY.**

- 3.7.1. The vendor shall take all necessary precautions to prevent damage to:
- The locomotive.
  - The shuttle car.
  - Tracks, foundations, structures, and surrounding grounds.
- 3.7.2. Any damage caused by the vendor shall be repaired or replaced at the vendor's expense.

**3.8. INSURANCE**

- 3.8.1. The vendor shall maintain, at a minimum:
- Commercial General Liability: \$1,000,000 per occurrence.
  - Automobile Liability: \$1,000,000 combined single limit.
  - Workers' Compensation as required by West Virginia law.
  - Certificates of insurance shall be provided prior to commencement of work.

**3.9. SCHEDULING**

- 3.9.1. Work shall be scheduled in coordination with the Agency.
- 3.9.2. The vendor shall provide a proposed mobilization and work schedule upon award.
- 3.9.3. Work shall be completed within the time frame established by the Agency.

**3.10. CONTRACT AWARD**

- 3.10.1. The Agency intends to award one (1) fixed-scope contract to the lowest responsible and responsive vendor whose quotation is determined to be in the best interest of the Agency.
- 3.10.2. This Contract is project-specific and is limited solely to the work described in this ARFQ, including the furnishing of a crane, certified operator, rigging, and related services necessary to lift, move, and set the identified locomotive and shuttle car.
- 3.10.3. This Contract does not establish an open-ended, indefinite delivery, or requirements contract, and does not obligate the Agency to procure any additional services beyond those expressly stated herein.
- 3.10.4. The Contract shall expire upon completion and acceptance of the work by the Agency, unless terminated earlier in accordance with the Contract terms.

## 4. PRICING FORMAT

- 4.1. Vendors shall submit pricing on an hourly rate basis.
- 4.1.1. At a minimum, the quotation shall include:
- Crane hourly rate, including any minimum hour charges.
  - Operator hourly rate.
  - Additional crew hourly rates (rigger, signal person, etc.).
  - Mobilization and demobilization charges.
  - Overtime rates, if applicable.
- 4.2. Any minimum hour charges must be clearly stated in the vendor's quotation.
- 4.3. All rates shall be fully loaded and shall include all labor, equipment, supervision, fuel, and incidental costs.

- 4.4. The Agency will pay only for actual hours worked, as approved by the Agency's authorized representative. "Actual hours worked" shall mean time from crane arrival on site and commencement of set-up through completion of demobilization, excluding delays, standby time, or inefficiencies not caused by the Agency.
- 4.5. No charges shall be allowed for standby time, delays, or inefficiencies not caused by the Agency.

## 5. VENDOR DEFAULT

- 5.1. The following shall be considered a vendor default under this Contract.
  - 5.1.1. Failure to provide Contract Items in accordance with the requirements contained in this Contract, and/or any subsequent order as the parties may agree.
  - 5.1.2. Failure to comply with other specifications and requirements contained in this Contract, and/or any subsequent order, as the parties may agree.
  - 5.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
  - 5.1.4. Failure to remedy deficient performance upon request.
- 5.2. The following remedies shall be available to Tourism upon default.
  - 5.2.1. Immediate cancellation of the Contract.
  - 5.2.2. Immediate cancellation of one or more release orders issued under this Contract.
  - 5.2.3. Any other remedies available in law or equity.

## 6. REQUIRED VENDOR SUBMITTALS

### 6.1. COMPANY INFORMATION.

- 6.1.1. Legal name of the company.
- 6.1.2. Business address and contact information.
- 6.1.3. Primary project contact.

### 6.2. CRANE INFORMATION.

- 6.2.1. Crane make and model.
- 6.2.2. Maximum rated lifting capacity.
- 6.2.3. Boom length and configuration.
- 6.2.4. Year of manufacture.

### 6.3. OPERATOR QUALIFICATIONS.

- 6.3.1. Copy of current NCCCO certification (or equivalent).
- 6.3.2. Summary demonstrating a minimum of five (5) years of relevant experience.

### 6.4. INSURANCE.

- 6.4.1. Certificate of Insurance meeting the requirements of this ARFQ.

### 6.5. EXPERIENCE AND REFERENCES.

- 6.5.1. Description of at least three (3) similar projects within the past five (5) years.
- 6.5.2. Reference contact information.

### 6.6. LIFT PLAN (POST-AWARD).

- 6.6.1. Written Lift Plan as required in Section 3.6, due prior to mobilization.

## 7. EVALUATION CRITERIA

**7.1. MANDATORY REQUIREMENTS**

- 7.1.1. Submission of all required vendor submittals.
- 7.1.2. Compliance with crane capacity requirements.
- 7.1.3. Certified crane operator.
- 7.1.4. Compliance with insurance requirements.
- 7.1.5. Failure to meet any mandatory requirement may result in rejection of the quotation.

**7.2. PRICE**

- 7.2.1. Hourly crane rate.
- 7.2.2. Hourly labor rates.
- 7.2.3. Mobilization and demobilization costs.

**7.3. QUALIFICATIONS AND EXPERIENCE.**

- 7.3.1. Experience with similar heavy lifts.
- 7.3.2. Qualifications of proposed operator and crew.
- 7.3.3. Past performance on comparable projects.

**7.4. BASIS OF AWARD.**

- 7.4.1. Award shall be made to the lowest responsible and responsive vendor meeting all mandatory requirements whose quotation is determined to be in the best interest of the Agency.
- 7.4.2. The Agency reserves the right to:
  - Verify references.
  - Reject any or all quotations.
  - Award in whole or in part.

**8. MISCELLANEOUS:**

- 8.1. Questions: Any questions submitted concerning the RFQ must be received no later than Thursday, February 12, 2026, at 12 pm ET. Questions must be submitted via email to Mary Kemper at [Mary.R.Kemper@wv.gov](mailto:Mary.R.Kemper@wv.gov).
- 8.2. Answers will be provided via the website (<https://wvtourism.com/purchasing/>) to all vendors no later than Tuesday, February 17, 2026, at 4 pm ET.
- 8.3. Bid Submissions: Bids must be submitted by February 25, 2026 at 12pm via email to Mary Kemper at [Mary.R.Kemper@wv.gov](mailto:Mary.R.Kemper@wv.gov).

**9. PRICING PAGES:** Vendor shall complete the Pricing Pages by inserting the requested information in the appropriate location and performing the calculations necessary to arrive at a total cost. The requested information includes: A quarterly cost, an hourly labor rate, a parts multiplier, a total yearly cost, the total labor cost, the total parts cost, and the total cost. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bid being disqualified.

The Pricing Pages contain an estimated number of labor hours and an estimated cost for parts. The estimates for labor and parts represent an amount that will be utilized for evaluation purposes only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should type or electronically enter the information into the Pricing Pages to prevent errors in the evaluation. Notwithstanding the foregoing, the Department of Tourism may correct errors at its discretion.

An example of a properly completed Pricing Page is shown below for reference purposes only:

<b>OUTDOOR EXHIBIT CRANE - PRICING RANGE</b>			
<b>EQUIPMENT OPERATOR/LABOR</b>	<b>Hourly Rate</b>	<b>Quantity</b>	<b>Total Labor Cost</b>
Operator Rate	\$30.00	16	\$480.00
Overtime Rate	\$45.00	4	\$180.00
Laborer Rate	\$20.00	64	\$1280.00
Laborer Overtime Rate	\$30.00	16	\$480.00
Additional Crew Rate			
<b>TOTAL LABOR COST</b>			\$2,420.00
<b>EQUIPMENT</b>	<b>Hourly/Daily Rate</b>	<b>Quantity</b>	<b>Total Labor Cost</b>
Crane Rate	\$1,000.00 / hour	20	\$20,000.00
Skid Steer Rate	\$500.00 / day	2	\$1,000.00
<b>TOTAL EQUIPMENT COST</b>			\$21,000.00
<b>TOTAL BID COST</b>			\$23,420.00

## EXHIBIT A: PRICING PAGE CERTIFICATION

OUTDOOR EXHIBIT CRANE - PRICING RANGE			
EQUIPMENT OPERATOR/LABOR	Hourly Rate	Quantity	Total Labor Cost
Operator Rate			
Overtime Rate			
Laborer Rate			
Laborer Overtime Rate			
Additional Crew Rate			
<b>TOTAL LABOR COST</b>			
EQUIPMENT	Hourly/Daily Rate	Quantity	Total Labor Cost
Crane Rate			
Skid Steer Rate			
<b>TOTAL EQUIPMENT COST</b>			
<b>TOTAL BID COST</b>			
The project consists of the rigging and related services to lift, move, and set one (1) historic locomotive and one (1) historic coal shuttle car. Additional lines may be added as necessary.			

\_\_\_\_\_  
 Representative Name (Print)

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

\_\_\_\_\_  
 Authorized Representative Signature (must be a wet signature)

\_\_\_\_\_  
 Date