



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at [WVPurchasing.gov](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header 2

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1415616

Procurement Type: Central Purchase Order

Vendor ID:

Legal Name: J & R LANDSCAPING & TREE EXPERTS INC

Alias/DBA:

Total Bid: \$26,650.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

SO Dept: 0403

SO Doc ID: DBS2400000012

Published Date: 5/9/24

Close Date: 5/16/24

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 2

Total of All Attachments: 2



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder:** 1415616  
**Solicitation Description:** WVSDB Tree Removal  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2024-05-16 13:30	SR 0403 ESR05152400000007102	1

**VENDOR**  
 000000113225  
 J & R LANDSCAPING & TREE EXPERTS INC

**Solicitation Number:** CRFQ 0403 DBS2400000012  
**Total Bid:** 26650  
**Response Date:** 2024-05-15  
**Response Time:** 21:07:29  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	WVSDB Tree Removal				26650.00

Comm Code	Manufacturer	Specification	Model #
70111503			

**Commodity Line Comments:**

**Extended Description:**

WVSDB Tree Removal



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

State of West Virginia  
 Centralized Request for Quote  
 Construction

Proc Folder: 1415616		Reason for Modification:	
Doc Description: WWSDB Tree Removal		Addendum #1 issued to publish agency responses to vendor submitted questions and publish pre-bid sign is sheet.	
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-05-09	2024-05-16 13:30	CRFQ 0403 DBS2400000012	2

**BID RECEIVING LOCATION**

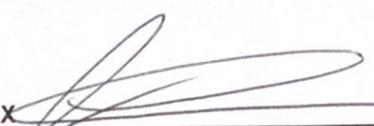
BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Customer Code: 000000113225  
 Vendor Name : J & R Landscaping and Tree Experts INC  
 Address : 375  
 Street : Timber Ridge Lane  
 City : Keyser  
 State : WV Country : USA Zip : 26726  
 Principal Contact : Jimmy Lucas JR  
 Vendor Contact Phone: (304)813 7308 Extension:

**FOR INFORMATION CONTACT THE BUYER**

Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

Vendor Signature X  FEIN# 20-5083168 DATE May 15, 2024

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

The West Virginia Department Purchasing Division on behalf of the West Virginia Schools for the Deaf and The Blind (WVSDDB), located at 301 East Main Street, Romney, WV 26757, to establish a contract for tree trimming and removal services per the attached specifications and terms and conditions.

**INVOICE TO****SHIP TO**

SCHOOL FOR THE DEAF &  
BLIND  
301 EAST MAIN ST

SCHOOL FOR THE DEAF &  
BLIND  
301 EAST MAIN ST

ROMNEY WV  
US

ROMNEY WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	WVSDDB Tree Removal	1	LS		\$26,650.00

Comm Code	Manufacturer	Specification	Model #
70111503			

**Extended Description:**  
WVSDDB Tree Removal

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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Section of the  
**Subcontractor List Submission (Construction Contracts Only)**

Bidder's Name: J & R Landscaping and Tree Experts INC

Check this box if no subcontractors will perform more than \$25,000.00 of work to complete the project.

Subcontractor Name	License Number if Required by W. Va. Code § 21-11-1 et. seq.

Attach additional pages if necessary

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

(Printed Name and Title) Jimmy Lucas JR- President

(Address) 375 Timber Ridge Lane Keyser WV 26726

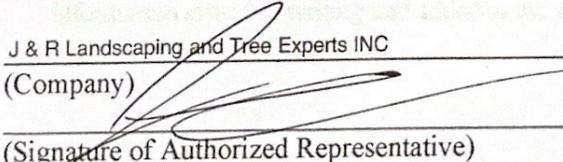
(Phone Number) / (Fax Number) 3048137308/ 3047883825

(email address) Jandrexcavating6260@yahoo.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; 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; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

J & R Landscaping and Tree Experts INC  
(Company)

  
(Signature of Authorized Representative)

Jimmy Lucas JR- President 05/01/2024  
(Printed Name and Title of Authorized Representative) (Date)

3048137308- 3047883825  
(Phone Number) (Fax Number)

Jandrexcavating6260@yahoo.com  
(Email Address)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DBS24\*12**

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

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

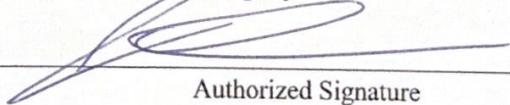
**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

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

J+R Landscaping and Tree Experts INC  
Company

  
Authorized Signature

05/15/2024  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

REQUEST FOR QUOTATION  
TREE TRIMMING & REMOVAL

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**11. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

11.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

11.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

11.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

11.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

11.5. Vendor shall inform all staff of Agency's security protocol and procedures.

**12. MISCELLANEOUS:**

**12.1. Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Jimmy Lucas JR

Telephone Number: 304 813 7308

Fax Number: 304 788 3825

Email Address: jandreexcavating6260@yahoo.com

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, J & R Landscaping and Tree Experts, Inc.  
of 375 Timber Ridge Lane, Keyser, WV 26726, as Principal, and NGM Insurance Company  
of 55 West Street, Keene, NH 03431, a corporation organized and existing under the laws of the State of Florida  
with its principal office in the City of Keene, NH, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of Five Percent (5%) of the Total Amount of the Bid (\$ 5%) for the payment of which,  
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
West Virginia Schools for the Deaf and The Blind (WVSDB) Tree Removal

NOW THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and Surety, or by Principal individually if Principal is an individual, this 16th day of May, 2024.

Principal Seal



Surety Seal



J & R Landscaping and Tree Experts, Inc.  
(Name of Principal)

By \_\_\_\_\_  
(Must be President, Vice President, or Duly Authorized Agent)

Jimmy Lucas JR - President  
(Title)

NGM Insurance Company  
(Name of Surety)

[Signature]  
John D. Weisbrat, Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and must attach a power of attorney with its seal affixed.



POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"Article IV, Section 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them. "

does hereby make, constitute and appoint John D. Weisbrot, Nancy Nigro, Melissa McDade, Steven Varga -----

its true and lawful Attorneys-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed, bonds, undertakings, recognizances, contracts of indemnity, or other writings obligatory in nature of a bond subject to the following limitation:

- 1. No one bond to exceed Five Million Dollars (\$5,000,000)

and to bind NGM Insurance Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of NGM Insurance Company; the acts of said Attorney are hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such office and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Assistant Secretary and its corporate seal to be hereto affixed this 24th day of August, 2023.

NGM INSURANCE COMPANY By:

[Handwritten signature of Lauren K. Powell]

Lauren K. Powell
Assistant Secretary



State of Wisconsin,
County of Dane.

On this 24th day of August, 2023, before the subscriber a Notary Public of State of Wisconsin in and for the County of Dane duly commissioned and qualified, came Lauren K. Powell of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and she acknowledged the execution of same, and being by me fully sworn, deposed and said that she is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Madison, Wisconsin this 24th day of August, 2023.

[Handwritten signature of Notary Public]



I, Andrew Rose, Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Madison, Wisconsin this

16th day of May, 2024.

[Handwritten signature of Andrew Rose]

Andrew Rose, Vice President



WARNING: Any unauthorized reproduction or alteration of this document is prohibited.
TO CONFIRM VALIDITY of the attached bond please call 1-603-354-5281.
TO SUBMIT A CLAIM: Send all correspondence to 55 West Street, Keene, NH 03431
Attn: Bond Claim Dept. or call our Bond Claim Dept. at 1-603-358-1437.



I certify that at the Annual Meeting of the Directors of the NGM Insurance Company duly called and held at Jacksonville, Florida on March 9th, 2023, the following officers were elected and remain in office:

CHRISTOPHER R. LISTAU..... CHIEF EXECUTIVE OFFICER AND PRESIDENT  
 KIMBERLY K. LAW..... VICE PRESIDENT, GENERAL COUNSEL & SECRETARY  
 JOSEPH D. FREITAS.....TREASURER  
 NANCY L. GIORDANO-RAMOS, ANDREW S. ROSE, THERESA E. BREUNIG-SILBERNAGEL, RICHARD C VAUGHN,  
 J. DAVID RANDLE..... VICE PRESIDENTS

I further certify that the following statement of the Company is true as taken from the records of said Company as of December 31, 2022

ADMITTED ASSETS	LIABILITIES
Bonds at Amortized Values.....\$116,798,405	Reserve for Losses..... 0
Stocks at Market Value.....\$126,706,473	Reserve for Loss Adjustment Expenses..... 0
First Mortgage Loans..... 0	Reserve for Unearned Premiums..... 0
Real Estate.....\$2,782,171	Reserve for Other Underwriting Expenses.....\$48,512,561
Cash in Office and Banks.....(3,387,785)	Reserve for Taxes, Licenses, and Fees.....\$3,616,620
Short Term Investments.....\$3,871,410	Loss Drafts in Transit..... 0
Agent's Balance (Less than 90 Days).....\$326,236,450	Other Liabilities.....\$238,213,124
Accrued Interest.....\$872,443	Total Liabilities.....\$290,342,305
Other Assets.....\$316,485,941	Policyholders' Surplus.....\$600,023,203
<b>TOTAL ADMITTED ASSETS.....\$890,365,508</b>	<b>TOTAL.....\$890,365,508</b>

Securities as deposited by law, included above = \$5,440,621

I further certify that the following is true and exact excerpt from Article IV, Section 2 of the By-Laws of NGM Insurance Company which is still valid and existing.

The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them."

Subscribed and sworn to before me on this 9th day of March, 2023

IN WITNESS THEREOF I hereunto subscribe my name and affix the seal of said company this 9th day of March, 2023

*Lisa K Penton*

*Kimberly K Law*  
 Kimberly K. Law  
 Vice President, General Counsel & Secretary



State of West Virginia  
Purchasing Division

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## CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

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In accordance with **West Virginia Code** § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. That report must include each of the items identified below in the Required Report Content section.

**Instructions:** Vendor should complete this coversheet, attach it to the required report, and submit it to the appropriate location as follows: For contracts more than \$25,000, the report should be mailed to the West Virginia Purchasing Division at 2019 Washington Street East, Charleston, WV 25305. For contracts of \$25,000 or less, the vendor should mail the report to the public authority issuing the contract.

**Contract Identification:**

Contract Number: CRFQ 0403 DBS2400000012

Contract Purpose: WVSDB Tree Removal

Agency Requesting Work: WV Purchasing Division behalf of WVSDB

**Required Report Content:** The attached report must include each of the items listed below. The vendor should check each box as an indication that the required information has been included in the attached report.

- Information indicating the education and training service to the requirements of **West Virginia Code** § 21-1D-5 was provided;
- Name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- Average number of employees in connection with the construction on the public improvement;
- Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

**Vendor Contact Information:**

Vendor Name: Jimmy Lucas JR

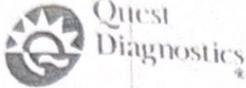
Vendor Telephone: 304 813 7308

Vendor Address: 375 Timber Ridge LN

Vendor Fax: 304 788 3825

Keyser WV 26726

Vendor E-Mail: jandrexcavating6260  
@yahoo.com



Professional Nursing Service, Inc.  
 709 Simmons Street  
 Goldsboro, North Carolina 27530

Phone: (919) 735-0094

E-Mail pnssa@pnsi.biz

*Professional Nursing Service, Inc.  
 709 Simmons Street  
 Goldsboro, NC 27530  
 Phone: (919) 735-0094 E-Mail: pnssa@pnsi.biz*

Month Day, Year

Name, Title

Company Name *J+R Landscaping + Tree Expert*

Company Address *Rt 1 Box 112F*

Somewhere, North Carolina 21111 *Keyser, WV 26726*

Re: Proposal For Substance Abuse / Employment Screening Services

Dear Whomever:

Professional Nursing Service, Inc., proposes to assume total responsibility for screening, chain of custody processing, laboratory analysis, medical review and provide reporting services for your company's substance abuse testing program.

The scope of this proposal will apply to all of your company locations throughout the country. Testing will be provided under the following circumstances:

- a. Pre-employment testing
- b. Random testing
- c. Reasonable suspicion testing
- d. Return to duty and follow up testing on a required basis, and
- e. Regulatory commercial drivers license requirements (DOT testing and program management.)

A detailed proposal is provided as an attachment to this letter.

Sincerely yours,

Derek Walls  
 Territory Manager

F:\wpdocs\subabuse\new\prop  
 Effective 03-10-04  
 Revised 03 01 07



## Professional Nursing Service, Inc.

709 Simmons Street  
Goldsboro, NC 27530  
Phone: (919) 735-0094 E-Mail: pnssa@pnsi.biz

"Absolute Assurance"  
for your  
Workplace Substance Abuse Needs

### Agreement

Professional Nursing Service, Inc. agrees to provide substance abuse testing and related services to J+R Landscaping + Tree Experts (Company Name) hereafter referred to as the Company, and as the Company has requested such services on this the 17 day of AUGUST, 2000.

The Company agrees to pay for the substance abuse testing and related services set out in the proposal; PNSI shall promptly bill the Company for the sums due and the sums shall be due upon receipt of the invoice. All unpaid balances, after 30 days, shall accrue interest at a rate of 1.5% per month.

The Company agrees to notify PNSI sites, if utilized, for appointment times.

The Company agrees to adhere to the HIPAA, State and Federal regulations pertaining to their Substance Abuse Program needs. If the Company becomes noncompliant, the Company will be removed from our program and that will terminate this agreement.

PNSI will e-mail all results to your designated employer representative. The Company will need to provide the name, code name, and e-mail address to which results are to be sent. The Company shall assign an alternate in case of absence or illness.

The Company shall notify PNSI if it has not received communication in a timely manner, as PNSI will not be able to determine if such has been received. This is due to the fact that technology has not yet been provided that would allow for acknowledgment. For example, if the company was expecting test results within three days and none had been received, the company representative would contact PNSI and PNSI would investigate. PNSI could determine from the program history data that the results were or were not E-mailed from

If any person or agent signs this Agreement on behalf of the Company, said person or agent certifies that they have authority to enter into this Agreement for and on behalf of the Company and to make the Company financially responsible for the sums due hereunder.

Physical address:

Mailing Address:

411 Bev 112F  
Keyser, WV 26724

Same

N/A (N/A)  
Primary e-mail address  
for reporting of results

Secondary e-mail address  
for reporting of results

N/A  
Primary e-mail address  
for billing

Secondary e-mail address  
for billing

Jimmy Lucas - white  
Primary contact & Code word  
for reporting of results

Lucas Lucas - white  
Secondary contact & Code word  
for reporting of results

[Signature]  
Signature of Authorized  
Company Agent

8-17-10  
Date

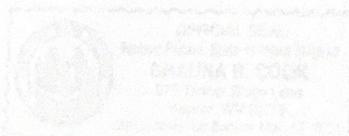
[Signature]  
Signature of Authorized  
Agent of PNSI

8-17-10  
Date

Please return all pages of the signed Agreement

Frederick/subscribe agrees  
Effective 01/10/04  
Revised 07/20/09

STATE OF WEST VIRGINIA  
COUNTY OF Mineral TO-WIT:  
Taken, subscribed and sworn to before me this 07 day of May 2010  
by Commission Expires Nov 17 2025



[Signature]  
Notary Public



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

I, Jimmy Lucas JR, after being first duly sworn, depose and state as follows:

1. I am an employee of J & R Landscaping and Tree Experts INC; and,  
(Company Name)
2. I do hereby attest that J & R Landscaping and Tree Experts INC  
(Company Name)

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

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

Printed Name: Jimmy Lucas JR  
 Signature: \_\_\_\_\_  
 Title: President  
 Company Name: J & R Landscaping and Tree Experts INC  
 Date: 05/01/2024

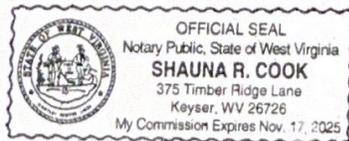
STATE OF WEST VIRGINIA,

COUNTY OF Mineral, TO-WIT:

Taken, subscribed and sworn to before me this 01 day of May, 2024.

By Commission expires Nov 17, 2025

(Seal)



Shauna Cook  
 (Notary Public)

# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board



NUMBER: WV031662

CLASSIFICATION:

EXCAVATION  
SPECIALTY  
LANDSCAPING  
ASPHALT  
DEMOLITION

J & R LANDSCAPING & TREE EXPERTS INC  
DBA J & R LANDSCAPING & TREE EXPERTS INC  
375 TIMBER RIDGE LANE  
KEYSER, WV 26726

DATE ISSUED

JANUARY 13, 2024

EXPIRATION DATE

JANUARY 13, 2025

Authorized Signature

Chair, West Virginia Contractor  
Licensing Board



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/8/23

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER EE4007 CHANEY - BUSKIRK AGENCY INC PO BOX 50 WILEY FORD, WV 26767	CONTACT NAME: Kelly Courtney	FAX (A/C, No): 304-460-8556	
	PHONE (A/C, No, Ext): 304-721-4733	E-MAIL ADDRESS: kelly@chaneybuskirk.com	
INSURED J & R Landscaping & Tree Experts Inc 375 Timber Ridge Ln Keyser, WV 26726	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Eric Insurance Company		26263
	INSURER B: Eric Insurance Property & Casualty Company		26830
	INSURER C: Eric Insurance Exchange		26271
	INSURER D: Eric Insurance Company of New York		16233
	INSURER E: Flagship City Insurance Company		35585
INSURER F:			

## COVERAGES

CERTIFICATE NUMBER: N/A

REVISION NUMBER: N/A

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		X	Q35 5500014	11/5/23	11/5/24	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTO ONLY Garage			Q09 5730068	9/7/23	9/7/24	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Q35 5570012	11/5/23	11/5/24	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

State of WV Department of Admin.  
Purchasing Division  
2019 Washington St.E. B15  
Charleston, WV 25305

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Kelly Courtney*

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