



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***. 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*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header @ 2

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General Information [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 1453543

SO Doc Code: CRFQ

Procurement Type: Statewide MA (Open End)

SO Dept: 0212

Vendor ID: 000000228419

SO Doc ID: SWC2400000006

Legal Name: EXPRESS SERVICES INC

Published Date: 7/11/24

Alias/DBA:

Close Date: 7/16/24

Total Bid: \$0.00

Close Time: 13:30

Response Date: 07/12/2024

Status: Closed

Response Time: 13:00

Solicitation Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES

Responded By User ID: TomWirts

Total of Header Attachments: 2

First Name: Tom

Total of All Attachments: 2

Last Name: Wirts

Email: tom.wirts@expresspros.c

Phone: 304-746-8888



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:** 1453543  
**Solicitation Description:** STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES  
**Proc Type:** Statewide MA (Open End)

Solicitation Closes	Solicitation Response	Version
2024-07-16 13:30	SR 0212 ESR07122400000000273	1

**VENDOR**  
000000228419  
EXPRESS SERVICES INC

**Solicitation Number:** CRFQ 0212 SWC2400000006  
**Total Bid:** 0  
**Response Date:** 2024-07-12  
**Response Time:** 13:00:35  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
Mark A Atkins  
(304) 558-2307  
mark.a.atkins@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	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOUR	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
80111600			

**Commodity Line Comments:**

**Extended Description:**

TEMPORARY EMPLOYEE STAFFING SERVICES:  
 Note: Vendor must use Exhibit\_A Pricing Page(s) for bid pricing and submit with bid.  
 If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.

## STATEWIDE COVERAGE:

Each Job Classification submitted will  
be required for vendor to provide in all 55  
counties throughout the State of West Virginia.

## REQUEST FOR QUOTATION

CRFQ SWC2400000006

(CMA TEMP24)

Temporary Staffing Services

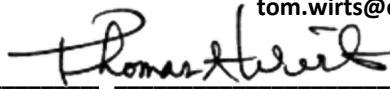
EXHIBIT\_A

Classification	Worker Pay Rate	Withholding Rate	Overhead Rate	Total Rate*
Accounting Technician 2	\$ 18.00	\$ 2.79	\$ 3.75	\$ 24.54
Administrative Services Assistant 1	\$ 13.25	\$ 2.05	\$ 3.75	\$ 19.05
Administrative Services Assistant 2	\$ 14.25	\$ 2.21	\$ 3.75	\$ 20.21
Cook	\$ 15.25	\$ 2.36	\$ 3.75	\$ 21.36
Custodian	\$ 14.25	\$ 2.21	\$ 3.75	\$ 20.21
Data Entry Operator2	\$ 16.00	\$ 2.48	\$ 3.75	\$ 22.23
Executive Secretary	\$ 22.00	\$ 3.41	\$ 3.75	\$ 29.16
Groundskeeper	\$ 14.25	\$ 2.21	\$ 3.75	\$ 20.21
Health Service Worker	\$ 18.00	\$ 2.79	\$ 3.75	\$ 24.54
Laboratroy Assistant 3	\$ 25.00	\$ 3.88	\$ 3.75	\$ 32.63
Laborer	\$ 13.25	\$ 2.05	\$ 3.75	\$ 19.05
Mail Runner	\$ 14.25	\$ 2.21	\$ 3.75	\$ 20.21
Office Assistant 2	\$ 15.50	\$ 2.40	\$ 3.75	\$ 21.65
Office Assistant 3	\$ 16.50	\$ 2.56	\$ 3.75	\$ 22.81
Paralegal	\$ 22.00	\$ 3.41	\$ 3.75	\$ 29.16
Parking Attendant	\$ 14.25	\$ 2.21	\$ 3.75	\$ 20.21
Word Processor	\$ 15.50	\$ 2.40	\$ 3.75	\$ 21.65

\* Vendor should enter their Worker Rate + Withholding Rate + Overhead Rate and the Total Rate box will automatically calculate.

Vendor Name: \_\_\_\_\_ Express Services, Inc.  
 Contact Person: \_\_\_\_\_ Tom Wirts  
 Phone #: \_\_\_\_\_ 304-746-8888  
 Fax #: \_\_\_\_\_ 304-746-1112  
 Email: \_\_\_\_\_ tom.wirts@expresspros.com

Signature: \_\_\_\_\_



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

7/12/2024

STATEWIDE

Please type or write Legibly

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Contact Person: \_\_\_\_\_ Tom Wirts  
Phone #: \_\_\_\_\_ 304-746-8888  
Fax #: \_\_\_\_\_ 304-746-1112  
Email: \_\_\_\_\_ tom.wirts@expresspros.com

Signature: \_\_\_\_\_

Date:

07/12/2024