



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

# State of West Virginia Master Agreement

Order Date: 05-29-2024

CORRECT ORDER NUMBER MUST  
 APPEAR ON ALL PACKAGES, INVOICES,  
 AND SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CMA 0211 4025 GSD220000009 3	<b>Procurement Folder:</b>	1018508
<b>Document Name:</b>	Open End Contract for Lawn Care Services - Bldg. 25	<b>Reason for Modification:</b>	Change Order No. 2 - to renew contract
<b>Document Description:</b>	Open End Contract for Lawn Care Services - Bldg. 25		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-05-21
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-05-20

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000172501	<b>Requestor Name:</b>	John C Cummings
Scots Landscape Nursery Inc PO BOX 5630		<b>Requestor Phone:</b>	304-352-5521
VIENNA WV 26105-5630		<b>Requestor Email:</b>	john.c.cummings@wv.gov
US			
<b>Vendor Contact Phone:</b>	999-999-9999	<b>Extension:</b>	
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

**24**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA SEE SPECIFICATIONS FOR DELIVERY REQUIREMENTS No City WV 99999 US

5-30-2460

Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
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MKP 05/29/2024

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tanya* 5/29/24  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John S. Gray*  
 ELECTRONIC SIGNATURE ON FILE

5/30/2024

**ENCUMBRANCE CERTIFICATION**  
 DATE: *John* 5-3-24  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 2 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 05/21/2024 through 05/20/2025

Renewal Remaining: 1 year

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	70111706			EA	89.590000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** MOWING, TRIMMING AND EDGING GRASS

**Extended Description:**

4.1.1.1 MOWING, TRIMMING AND EDGING GRASS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	70111706			EA	489.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** LEAF BLOWING AND DISPOSAL

**Extended Description:**

4.1.1.2 BLOWING AND DISPOSING OF LEAVES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	70111706			EA	439.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRIMMING OF SHRUBS AND TREES

**Extended Description:**

4.1.1.3 TRIMMING OF SHRUBS AND TREES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	70111706			EA	1398.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** OVERSEEDING

**Extended Description:**

4.1.1.4 OVERSEEDING

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	70111706			EA	389.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** EDGING SHRUB AND TREE BEDS

**Extended Description:**

4.1.1.5 EDGING SHRUB AND TREE BEDS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	70111706			EA	389.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** WEEDING SHRUB AND TREE BEDS

**Extended Description:**

4.1.1.6 WEEDING SHRUB AND TREE BEDS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	70111706			EA	150.950000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** LAWN FERTILIZING

**Extended Description:**

4.1.1.7 LAWN FERTILIZING

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	70111706			EA	1489.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** MULCHING

**Extended Description:**

4.1.1.8 MULCHING

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	70111706			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** WATERING OF FLOWER BEDS

**Extended Description:**

4.1.1.9 Watering of Flower Beds



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
State Capitol  
Charleston, West Virginia 25305

Mark D. Scott  
Cabinet Secretary

John K. McHugh  
Director

April 25, 2024

Scots Landscape Nursery Inc.  
PO Box 5630  
Vienna, WV 26105-5630

REF: CMA 0211 GSD2200000009 Lawn Care Services for Bldg. 25

Ms. Witkowsky,

The above referenced contract will expire on May 20, 2024. The West Virginia Department of Administration, General Services Division wishes to renew the contract for one (1) year under the same pricing, specifications, terms and conditions. The renewal term of the contract will be May 21, 2024 through May 20, 2025. If you are in agreement to renew this contract, please sign below and return to James Jones, via email at [James.R.Jones@wv.gov](mailto:James.R.Jones@wv.gov), or fax at 304-558-1475 at your earliest convenience.

If you have any questions, please feel free to contact me.

Thank you,

*James R. Jones*

James R. Jones  
Procurement Administrator, General Services Division

*Janet Witkowsky*  
\_\_\_\_\_  
Name/Signature  
*Janet Witkowsky*  
\_\_\_\_\_  
Landscape Architect  
Title

*5/20/24*  
\_\_\_\_\_  
Date

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### SCOTS LANDSCAPE NURSERY, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	3/15/1988		3/15/1988	Foreign	Profit			

Organization Information			
Business Purpose		Capital Stock	0.0000
Charter County		Control Number	0
Charter State	OH	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses
-----------

Type	Address
<b>Local Office Address</b>	6303 GRAND CENTRAL AVENUE VIENNA, WV, 26105
<b>Mailing Address</b>	PO BOX 5630 VIENNA, WV, 26105 USA
<b>Notice of Process Address</b>	PAUL S. WITKOSKY PO BOX 5630 VIENNA, WV, 26105
<b>Principal Office Address</b>	PO BOX 5630 VIENNA, WV, 26105 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>President</b>	PAUL S. WITKOSKY PO BOX 5630 VIENNA, WV, 26105
<b>Secretary</b>	PATRICIA L. WITKOSKY PO BOX 5630 VIENNA, WV, 26105
<b>Treasurer</b>	PATRICIA L. WITKOSKY PO BOX 5630 VIENNA, WV, 26105
<b>Vice-President</b>	PAUL S. WITKOSKY PO BOX 5630 VIENNA, WV, 26105
Type	Name/Address

<b>DBA</b>			
DBA Name	Description	Effective Date	Termination Date
SCOTS LANDSCAPE NURSERY AND SOUTHERN STATES	TRADENAME	3/15/1988	
DBA Name	Description	Effective Date	Termination Date

<b>Annual Reports</b>	
Filed For	
2023	

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, May 29, 2024 — 9:50 AM

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## Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

Any Words (i)

All Words (i)

Exact Phrase (i)

e.g. 123456789, Smith Corp

"scots landscape nursery inc" ×

Entity ∨

Location ∨

Status ∧

Active

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Search inactive

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>5/28/24</u> Date: <u>MP/22</u>  Solicitation No. <u>COH2</u> <u>renewal</u>	Agency: General Services Division  Procurement Officer Submitting Requisition: Jamie Jones  Requisition No. <u>CPO GSD22409</u>  PF No.: 1018508
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

#	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CROM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <i>ALA</i>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <i>ALA</i>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <i>ALA</i>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

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

*Tara J*