



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: 09-27-2024

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

Order Number:	CMA 0211 4078 GSD2400000003 2	Procurement Folder:	1279879
Document Name:	Snow Removal Services - Charleston Metro Buildings	Reason for Modification:	Change Order 1 Issued to renew contract
Document Description:	Snow Removal Services - Charleston Metro Buildings		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-11-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-11-14

VENDOR		DEPARTMENT CONTACT																			
Vendor Customer Code:	000000101128	Requestor Name:	John C Cummings																		
ADVANCED TREE & LAWN CARE LLC		Requestor Phone:	304-352-5521																		
101 Southbrooke DR		Requestor Email:	john.c.cummings@wv.gov																		
Hurricane	WV 25526	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																			
US																					
Vendor Contact Phone:	304-397-6006 Extension:																				
Discount Details:																					
	<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

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

CR 10-17-24

Total Order Amount:	Open End
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Purchasing Division's File Copy

MKP 10/11/2024

PURCHASING DIVISION AUTHORIZATION
 DATE: *Jana He 10/17/24*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
Cody Ross
 DATE: *10-22-24*
 ELECTRONIC SIGNATURE ON FILE

10/22/2024

Extended Description:

Change Order 1

Change Order No. 1 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 November 15, 2024 through November 14, 2025.

Remaining Renewals: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72102903			EA	3550.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Capitol Complex - Year 1 De-icing

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	72102903			EA	2500.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Capitol Complex - Year 1 Removal 1"-6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	72102903			EA	2500.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Capitol Complex - Year 1 Removal > 6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Day Care Lot - De-icing

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Day Care Lot - Removal 1"-6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Day Care Lot - Removal > 6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Building 4 - Year 1 De-icing

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Building 4 - Year 1 Removal 1"-6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Building 4 - Year 1 Removal > 6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Lot 24 - Year 1 De-icing

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11.	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Lot 24 - Year 1 Removal 1"-6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Lot 24 - Year 1 Removal > 6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	72102903			EA	1500.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Laidley Lots - De-icing

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	72102903			EA	1100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Laidley Lots - Removal 1" - 6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	72102903			EA	1100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Laidley Lots - Removal > 6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	72102903			HOURL	600.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Hourly Rate for Off-site Removal

Extended Description:

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

John K. McHugh
Acting Cabinet Secretary

John K. McHugh
Director

September 19, 2024

Advanced Tree & Lawn Care, LLC.
101 Southbrooke Dr.
Hurricane, WV 25526

REF: CMA 0211 GSD240000003 Snow Removal Services – Charleston Metro Buildings

Attn: Talicia Riffle,

The above referenced contract will expire on November 14, 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 from November 15, 2024, through November 14, 2025. If you are in agreement to renew this contract, please sign below and return to Wayne Boswell, via email at Paul.W.Boswell@wv.gov, at your earliest convenience along with current certificate of insurance.

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

Thank you,

Paul W Boswell

P. Wayne Boswell
Procurement Associate, General Services Division

Talicia Riffle *9/22/24*

Name/Signature Talicia Riffle Date

Partner

Title

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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.

ADVANCED TREE & LAWN CARE LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	7/19/2012		7/19/2012	Domestic	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		Capital Stock
Charter County	Putnam	Control Number	99VXT
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified



Addresses

Type	Address
Designated Office Address	101 SOUTHBROOKE DRIVE HURRICANE, WV, 25526
Mailing Address	PO BOX 876 HURRICANE, WV, 25526 USA
Notice of Process Address	TALICIA RIFFLE PO BOX 876 HURRICANE, WV, 25526
Principal Office Address	101 SOUTHBROOKE DRIVE P O BOX 876 HURRICANE, WV, 25526 USA
Type	Address

Officers

Type	Name/Address
Member	TALICIA RIFFLE PO BOX 876 HURRICANE, WV, 25526
Member	JERRY RIFFLE PO BOX 876 HURRICANE, WV, 25526
Organizer	TALICIA RIFFLE PO BOX 876 HURRICANE, WV, 25526 USA
Organizer	JERRY RIFFLE PO BOX 876 HURRICANE, WV, 25526 USA
Type	Name/Address

Annual Reports

Filed For

2024

2023

2022

2021

2020
2019
2018
2017
2016
2015
2014
2013
Date filed

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

Thursday, October 10, 2024 — 10:45 AM

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Search



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

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Entity Information +

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

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All Words i

Exact Phrase i

x

Entity v

Location v

Status ^

Active

Inactive



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: #05 <u>TKLP</u> Date: <u>10/10/2024</u> Solicitation No. _____ C/O	Agency: General Services Division Procurement Officer Submitting Requisition: Paul W Boswell Requisition No. CMA GSD2400000003 PF No.: 1279879
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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 [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions www.state.wv.us/admin/purchase/TCP.pdf	<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
10	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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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