



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: 08-12-2026

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 4079 GSDSNOW26A 2	Procurement Folder:	1725036
Document Name:	Snow Removal Services - GSD Buildings	Reason for Modification:	Change Order No. 1 - To renew contract
Document Description:	Snow Removal Services - GSD Buildings		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Vendor	Effective Start Date:	2025-11-19
Free on Board:		Effective End Date:	2027-11-18

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000101128 ADVANCED TREE & LAWN CARE LLC 101 Southbrooke DR Hurricane WV 25526 US Vendor Contact Phone: 304-397-6006 Extension: Discount Details: <table><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			Requestor Name: Carles W Farley Requestor Phone: 304-352-5494 Requestor Email: carles.w.farley@wv.gov 2027 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

8/19/2026

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: 8/19/24
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 8/20/2026
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 8-21-26
ELECTRONIC SIGNATURE ON FILE

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 19, 2026, through November 18, 2027.

Remaining Renewals: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72102903				0.000000
Service From		Service To		Service Contract Amount	
2025-11-19		2027-11-18		0.00	

Commodity Line Description: Snow Removal Services - GSD Buildings

Extended Description:

Snow Removal Services - GSD Buildings
See Exhibit A Pricing Page attached.

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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Acting Director

August 11, 2026

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

REF: CMA 0211 GSDSNOW26A Snow Removal Services - GSD Buildings

Ms. Riffle,

The above referenced contract will expire on November 18, 2026. 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 November 19, 2026, through November 18, 2027. If you are in agreement to renew this contract, please sign below and return to Cody Taylor, via email at Cody.G.Taylor@wv.gov, at your earliest convenience.

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

Thank you,

Cody Taylor

Agreed

Cody Taylor
Procurement Specialist Sr., General Services Division

[Signature]

Name/Signature

8/11/26

Date

Owner/Partner

Title



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Search

All Words

e.g. 1606N020Q02

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Simple Search

Search Editor

- ☐ Any Words 
- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"Advanced Tree & Lawn Care LLC" 

Entity 

Location 

Status 

- ☒ Active
- ☒ Inactive

Reset 

Entity Information 



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qu



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Business and Licensing

Online Data Services Help

Business Organization Detail

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

Officers	
Type	Name/Address
Member	TALICIA RIFFLE PO BOX 876 HURRICANE, WV, 25526
Member	NITALIA HARRIS PO BOX 876 HURRICANE, WV, 25526
Member	JEREMIAH RIFFLE PO BOX 876 HURRICANE, WV, 25526
Organizer	TALICIA RIFFLE PO BOX 876 HURRICANE, WV, 25526 USA
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
PRISTINE LANDSCAPE CONTRACTORS	TRADENAME	2/26/2026	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
2/26/2026	AMENDED & RESTATED ARTICLES
Date	Amendment

Annual Reports	
Filed For	
2026	
2025	
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.

Tuesday, August 18, 2026 — 1:59 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>8/18/2026</u> Solicitation No. <u>CRFQ - (TSO26 #03)</u>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CMA GSDSNOW26A PF No.: 1725036
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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	☒	☐	☐	☐
2	Use of correct specification template	☒	☐	☐	☐
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	☒	☐	☐	☐
4	Use of most current terms and conditions www.state.wv.us/admin/purchase/TCP.pdf	☒	☐	☐	☐
5	Maximum budgeted amount in wvOASIS	☒	☐	☐	☐
6	Suggested vendors in wvOASIS	☒	☐	☐	☐
7	Capitol Building Commission pre-approval	☐	☐	☐	☐
8	Financing (Governor's Office) pre-approval	☐	☐	☐	☐
9	Fleet Management Division pre-approval	☐	☐	☐	☐

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

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☒	☒	☐	☒
2	Standard change order language	☒	☒	☐	☒
3	Office of Technology CIO approval	☐	☐	☒	☐
4	Justification for price increases/backdating/other	☐	☐	☒	☐
5	Bond Rider (Construction)	☐	☐	☒	☐
6	Secretary of State Verification	☒	☒	☐	☒
7	State debarment verification	☒	☒	☐	☒
8	Federal debarment verification	☒	☒	☐	☒

**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: _____