



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

State of West Virginia  
 Request for Quotation  
 33 - Service - Misc

Proc Folder: 40369

Doc Description: Addendum #1: Open End Legal Process Service Contract

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-08-20	2015-08-26 13:30:00	CRFQ 0511 CSE1500000003	2

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Name, Address and Telephone Number:

*Painter & Associates, LLC  
 P.O. Box 794  
 Hurricane, WV 25536  
 304-562-7145*

08/25/15 14:21:02  
 WV Purchasing Division

**FOR INFORMATION CONTACT THE BUYER**

Robert Kilpatrick  
 (304) 558-0067  
 robert.p.kilpatrick@wv.gov

Signature X

FEIN # 45-0486390

DATE 8/25/15

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

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - BROOKE COUNTY OFFICE 100 MUNICIPAL PLAZA, STE 600 WEIRTON WV 26062 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Process Service for Region 1 Brooke Co. Weirton Office	68.00000	EA	\$ 110.00	\$ 7480.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :  
Process Service for Region 1 Brooke County Weirton Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - HANCOCK COUNTY OFFICE 100 MUNICIPAL PLAZA, STE 600 WEIRTON WV 26062 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Process Service for Region 1 Hancock Co. Weirton Office	130.00000	EA	\$ 110.00	\$ 14,300.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :  
Process Service for Region 1 Hancock County. Weirton Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MARSHALL COUNTY OFFICE 400 TELETECH DR, STE 2 MOUNDSVILLE WV 26041 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Process Service for Region 1 Marshall Co. Moundsville Office	689.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :  
 Process Service for Region 1 Marshall Co. Moundsville Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - OHIO COUNTY OFFICE 69 16TH ST WHEELING WV 26003 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Process Service for Region 1 Ohio Co. Wheeling Office	275.00000	EA	<i>\$110.00</i>	<i>\$30,250.00</i>

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :  
 Process Service for Region 1 Ohio Co. Wheeling Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - TYLER COUNTY OFFICE 210 MAIN ST MIDDLEBOURNE WV 26149 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Process Service: Region 1 Tyler Co. New Martinsville Office	129.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :  
 Process Service for Region 1 Tyler Co. New Martinsville Office

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; 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.

Painter & Associates LLC  
(Company)

Donald J. Painter, Owner  
(Authorized Signature) (Representative Name, Title)

304-562-7145 8/25/15  
(Phone Number) (Fax Number) (Date)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CSE150000003**

**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.

Painter & Associates, LLC  
Company

Edward Painter  
Authorized Signature

8/25/15  
Date

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

CENTRALIZED REQUEST FOR QUOTATION  
Supplemental Process Service  
CRFQ 0511 CSE1500000003

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**11 MISCELLANEOUS:**

**11.1 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:** HOWARD PAINTER  
**Telephone Number:** 304-562-7145  
**Fax Number:** 304-562-7145  
**Email Address:** RETIRED WU WARDEN @ Suddenlink.NET

# PURCHASING AFFIDAVIT

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Painter & Associates, LLC

Authorized Signature: Howard Painter Date: 8/25/15

State of WEST VIRGINIA

County of PUTNAM, to-wit:

Taken, subscribed, and sworn to before me this 25 day of AUGUST, 2015.

My Commission expires Jan. 28, 2018.

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

Retha A. Lemon

*Purchasing Affidavit (Revised 08/01/2015)*

