



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

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

List View

**General Information** | Contact | Default Values | Discount | Document Information

Procurement Folder: 40369

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0511

Vendor ID: 000000190430

SO Doc ID: CSE1500000003

Legal Name: J & M PROCESSORS LLC

Published Date: 8/20/15

Alias/DBA: JASON BOWERS

Close Date: 8/26/15

Total Bid: \$250,770.00

Close Time: 13:30

Response Date: 08/25/2015

Status: Closed

Response Time: 7:09

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

Total of Header Attachments: 0

Total of All Attachments: 0



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 40369

**Solicitation Description :** Addendum #1: Open End Legal Process Service Contract

**Proc Type :** Central Master Agreement

Date issued	Solicitation Closes	Solicitation No	Version
	2015-08-26 13:30:00	SR 0511 ESR08251500000000635	1

**VENDOR**

000000190430  
 J & M PROCESSORS LLC  
 JASON BOWERS

**FOR INFORMATION CONTACT THE BUYER**

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

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	Process Service for Region 1 Brooke Co. Wierton Office	68.00000	EA	\$40.00	\$2,720.00

Comm Code	Manufacturer	Specification	Model #
80121904			

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Process Service for Region 1 Hancock Co. Weirton Office	130.00000	EA	\$30.00	\$3,900.00

Comm Code	Manufacturer	Specification	Model #
80121904			

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Process Service for Region 1 Marshall Co. Moundsville Office	689.00000	EA	\$30.00	\$20,670.00

Comm Code	Manufacturer	Specification	Model #
80121904			

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Process Service for Region 1 Ohio Co. Wheeling Office	275.00000	EA	\$30.00	\$8,250.00

Comm Code	Manufacturer	Specification	Model #
80121904			

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Process Service: Region 1 Tyler Co. New Martinsville Office	129.00000	EA	\$30.00	\$3,870.00

Comm Code	Manufacturer	Specification	Model #
80121904			

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Process Service: Region 1 Wetzel Co. New Martisville Office	233.00000	EA	\$30.00	\$6,990.00

Comm Code	Manufacturer	Specification	Model #
80121904			

**Extended Description :** Process Service for Region 1 Wetzel Co. New Martisville Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Process Service: Region 1 Monongalia Co. Morgantown Office	232.00000	EA	\$30.00	\$6,960.00

Comm Code	Manufacturer	Specification	Model #
80121904			

**Extended Description :** Process Service for Region 1 Monongalia Co. Morgantown Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Process Service for Region 1 Preston Co. Kingwood Office	121.00000	EA	\$30.00	\$3,630.00

Comm Code	Manufacturer	Specification	Model #
80121904			

**Extended Description :** Process Service for Region 1 Preston Co. Kingwood Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Process Service for Region 2 Mason Co. Pt Pleasant Office	50.00000	EA	\$40.00	\$2,000.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 2 Mason Co. Pt Pleasant Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Process Service for Region 2 Wirt Co. Elizabeth Office	25.00000	EA	\$40.00	\$1,000.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 2 Wirt Co. Elizabeth Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Process Service for Region 2 Wood Co. Parkersburg Office	520.00000	EA	\$30.00	\$15,600.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 2 Wood Co. Parkersburg Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Process Service for Region 2 Pleasants Co. St Marys Office	25.00000	EA	\$30.00	\$750.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 2 Pleasants Co. St Marys Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Process Service: Region 2 Ritchie Co. Harrisville Office	34.00000	EA	\$40.00	\$1,360.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 2 Ritchie Co. Harrisville Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	Process Service for Region 2 Roane Co. Spencer Office	25.00000	EA	\$40.00	\$1,000.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 2 Roane Co Spencer Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Process Service for Region 2 Jackson Co. Ripley Office	49.00000	EA	\$40.00	\$1,960.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 2 Jackson Co. Ripley Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	Process Service for Region 3 Cabell Co. Huntington Office	112.00000	EA	\$30.00	\$3,360.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 3 Cabell Co Huntington Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	Process Service for Region 3 Putnam Co. Winfield Office	100.00000	EA	\$30.00	\$3,000.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 3 Putnam Co Winfield Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	Process Service for Region 3 Wayne Co. Wayne Office	235.00000	EA	\$30.00	\$7,050.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 3 Wayne Co. Wayne Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	Process Service for Region 4 Kanawha Co. State Office	10.00000	EA	\$40.00	\$400.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 4 Kanawha Co. State Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Process Service for Region 5 Boone Co. Danville Office	160.00000	EA	\$30.00	\$4,800.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 5 Boone Co. Danville Office



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
21	Process Service for Region 5 Lincoln Co. Hamlin Office	20.00000	EA	\$40.00	\$800.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 5 Lincoln Co. Hamlin Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
22	Process Service for Region 5 Logan Co. Logan Office	200.00000	EA	\$30.00	\$6,000.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 5 Logan Co. Logan Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
23	Process Service for Region 5 Mingo Co. Williamson Office	187.00000	EA	\$30.00	\$5,610.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 5 Mingo Co. Williamson Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
24	Process Service for Region 6 Braxton Co. Sutton Office	40.00000	EA	\$40.00	\$1,600.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 6 Braxton Co. Sutton Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
25	Process Service for Region 6 Webster Co. Webster Springs	25.00000	EA	\$40.00	\$1,000.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 6 Webster Co. Webster Springs

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
26	Process Service: Region 6 Nicholas Co. Summersville Office	74.00000	EA	\$40.00	\$2,960.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 6 Nicholas Co Summersville Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
27	Process Service for Region 6 Clay Co. Clay Office	36.00000	EA	\$40.00	\$1,440.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 6 Clay Co Clay Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
28	Process Service: Region 6 Greenbrier Co. Lewisburg Office	66.00000	EA	\$40.00	\$2,640.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 6 Greenbrier Co Lewisburg Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
29	Process Service for Region 6 Pocahontas Co. Marlinton Office	44.00000	EA	\$40.00	\$1,760.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 6 Pocahontas Co Marlinton Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
30	Process Service: Region 6 Fayette Co. Fayetteville Office	172.00000	EA	\$30.00	\$5,160.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 6 Fayette Co. Fayetteville Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
31	Process Service for Region 6 Monroe Co. Union Office	44.00000	EA	\$40.00	\$1,760.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 6 Monroe Co Union Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
32	Process Service for Region 7 McDowell Co. Welch Office	175.00000	EA	\$30.00	\$5,250.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 7 McDowell Co Welch Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
33	Process Service for Region 7 Mercer Co. Princeton Office	443.00000	EA	\$30.00	\$13,290.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 7 Mercer Co Princeton Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
34	Process Service for Region 7 Raleigh Co. Beckley Office	1047.00000	EA	\$30.00	\$31,410.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 7 Raleigh Co Beckley Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
35	Process Service for Region 7 Summers Co. Hinton Office	9.00000	EA	\$40.00	\$360.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 7 Summers Co Hinton Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
36	Process Service for Region 7 Wyoming Co. Pineville Office	16.00000	EA	\$30.00	\$480.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 7 Wyoming Co Pineville Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
37	Process Service: Region 8 Berkeley Co. Martinsburg Office	455.00000	EA	\$30.00	\$13,650.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 8 Berkeley Co Martinsburg Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
38	Process Service: Region 8 Jefferson Co. Charles Town Office	169.00000	EA	\$30.00	\$5,070.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 8 Jefferson Co Charles Town Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
39	Process Service: Region 8 Morgan Co. Berkeley Springs Offic	51.00000	EA	\$30.00	\$1,530.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 8 Morgan Co Berkeley Springs Of

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
40	Process Service for Region 8 Grant Co Petersburg Office	54.00000	EA	\$40.00	\$2,160.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 8 Grant Co Petersburg Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
41	Process Service for Region 8 Hampshire Co. Romney Office	5.00000	EA	\$40.00	\$200.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 8 Hampshire Co Romney Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
42	Process Service for Region 8 Hardy Co. Moorefield Office	10.00000	EA	\$40.00	\$400.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 8 Hardy Co Moorefield Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
43	Process Service for Region 8 Mineral Co. Keyser Office	5.00000	EA	\$40.00	\$200.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 8 Mineral Co Keyser Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
44	Process Service for Region 8 Pendleton Co. Franklin Office	0.00000	EA	\$40.00	\$0.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 8 Pendleton Co Franklin Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
45	Process Service for Region 9 Tucker Co. Parsons Office	7.00000	EA	\$40.00	\$280.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 9 Tucker Co Parsons Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
46	Process Service for Region 9 Randolph Co. Elkins Office	57.00000	EA	\$40.00	\$2,280.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 9 Randolph Co Elkins Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
47	Process Service for Region 9 Barbour Co. Phillippi Office	14.00000	EA	\$40.00	\$560.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 9 Barbour Co Phillippi Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
48	Process Service: Region 9 Doddridge Co. West Union Office	3.00000	EA	\$40.00	\$120.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 9 Doddridge Co West Union Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
49	Process Service: Region 9 Harrison Co. Clarksburg Office	650.00000	EA	\$30.00	\$19,500.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 9 Harrison Co Clarksburg Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
50	Process Service for Region 9 Upshur Co. Buckhannon Office	34.00000	EA	\$40.00	\$1,360.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 9 Upshur Co Buckhannon Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
51	Process Service for Region 9 Marion Co. Fairmont Office	469.00000	EA	\$30.00	\$14,070.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 9 Marion Co Fairmont Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
52	Process Service for Region 9 Calhoun Co. Grantsville Office	6.00000	EA	\$40.00	\$240.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 9 Calhoun Co Grantsville Office



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
53	Process Service for Region 9 Gilmer Co. Glenville Office	23.00000	EA	\$40.00	\$920.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 9 Gilmer Co Glenville Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
54	Process Service for Region 9 Lewis Co. Weston Office	36.00000	EA	\$40.00	\$1,440.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 9 Lewis Co Weston Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
55	Process Service for Region 9 Taylor Co. Grafton Office	200.00000	EA	\$30.00	\$6,000.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description : Process Service for Region 9 Taylor Co Grafton Office



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

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

242,0570

Proc Folder: 40369

Doc Description: Open End Legal Process Service Contract

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-08-05	2015-08-26 13:30:00	CRFQ 0511 CSE1500000003	1

**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:

**FOR INFORMATION CONTACT THE BUYER**

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

Signature X

FEIN #

47-3788162

DATE

8/24/15

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

**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.

Jim Processors LLC

Company



Authorized Signature

8-24-15

Date

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

State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1.  **Application is made for 2.5% vendor preference for the reason checked:**  
Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2.  **Application is made for 2.5% vendor preference for the reason checked:**  
Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3.  **Application is made for 2.5% vendor preference for the reason checked:**  
Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4.  **Application is made for 5% vendor preference for the reason checked:**  
Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5.  **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**  
Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6.  **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**  
Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7.  **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**  
Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: JIM Processors LLC

Signed: [Signature]

Date: 8/24/15

Title: President