



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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header @ 2

List View

**General Information** | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 1402748

Procurement Type: Central Master Agreement

Vendor ID: VS0000032153

Legal Name: MR SPRING CLEAN LLC

Alias/DBA:

Total Bid: \$85,720.00

Response Date: 04/14/2024

Response Time: 22:18

Responded By User ID: parsonsTVLC

First Name: Christopher

Last Name: Parsons

Email: parsons.misty@gmail.com

Phone: 304-784-1911

SO Doc Code: CRFQ

SO Dept: 0603

SO Doc ID: ADJ2400000014

Published Date: 4/8/24

Close Date: 4/16/24

Close Time: 13:30

Status: Closed

Solicitation Description: WVNG Joint Forces Headquarters Lawn Care Services

Total of Header Attachments: 2

Total of All Attachments: 2



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

State of West Virginia  
Solicitation Response

**Proc Folder:** 1402748  
**Solicitation Description:** WVNG Joint Forces Headquarters Lawn Care Services  
**Proc Type:** Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-04-16 13:30	SR 0603 ESR04142400000006002	1

**VENDOR**  
VS0000032153  
MR SPRING CLEAN LLC

**Solicitation Number:** CRFQ 0603 ADJ2400000014  
**Total Bid:** 85720  
**Response Date:** 2024-04-14  
**Response Time:** 22:18:45  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
David H Pauline  
304-558-0067  
david.h.pauline@wv.gov

**Vendor**  
**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	Mowing, Edging, Trimming, and Clearing				85720.00

Comm Code	Manufacturer	Specification	Model #
70111706			

**Commodity Line Comments:** This is for the total contract annual cost.

**Extended Description:**

Vendor should complete the Exhibit A: Pricing Page.



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

State of West Virginia  
 Centralized Request for Quote  
 Service - Misc

<b>Proc Folder:</b> 1402748		<b>Reason for Modification:</b>	
<b>Doc Description:</b> WVNG Joint Forces Headquarters Lawn Care Services		Addendum No. 1	
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-04-08	2024-04-16 13:30	CRFQ 0603 ADJ2400000014	2

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :**

**Address :**

**Street :**

**City :**

**State :** **Country :** **Zip :**

**Principal Contact :**

**Vendor Contact Phone:** **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 David H Pauline  
 304-558-0067  
 david.h.pauline@wv.gov

**Vendor Signature X**  **FEIN#** 46-2456868 **DATE** 4/14/2024

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



**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) CHRISTOPHER PARSONS, OWNER  
(Address) 209 HIDDEN COVE, SCOTT DEPOT WV 25560  
(Phone Number) / (Fax Number) 304-784-1911  
(email address) TEAYSUARE/LAWNCARE@GMAIL.COM

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through WV OASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

TEAYS UARE/LAWNCARE  
(Company)  
CP  
(Signature of Authorized Representative)  
CHRISTOPHER PARSONS, OWNER  
(Printed Name and Title of Authorized Representative) (Date)  
304-784-1911  
(Phone Number) (Fax Number)  
TEAYSUARE/LAWNCARE@GMAIL.COM  
(Email Address)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFO ADJ240000014**

**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 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.

Teays Valley Lawn Care  
Company  
  
Authorized Signature  
4/14/2024  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.



Exhibit A  
Pricing Page

ALL LABOR, MATERIALS, EQUIPMENT, AND SUPPLIES NECESSARY TO PROVIDE LAWN CARE SERVICES

AT:

WVNG Joint Force Headquarters, 1707 Coonskin Drive, Charleston, WV 25311

The undersigned, hereafter called the Vendor, being familiar with and understanding the bidding documents; and being familiar with the site and all local conditions affecting the Project, hereby proposes to furnish labor, material, equipment, supplies, and transportation to perform the work as described in the bidding documents.

VENDOR COMPANY NAME: Teays Valley Lawn Care  
VENDOR ADDRESS: 209 Hidden Cove, Scott Depot, WV 25560  
TELEPHONE: 304-784-1911  
FAX NUMBER: \_\_\_\_\_  
E-MAIL ADDRESS: teaysvalleylawncare@gmail.com

**CONTRACT TOTAL COST:** Yearly Mowing, Trimming, Edging, and Clearing as outlined in Exhibit C:  
for service dates of 4/1/2024 to 10/31/2024:

(\$ \$ 85,720 ) \*\*\* (Contract bid to be written in words and numbers.)

**BREAKDOWN OF SERVICES FOR INVOICING PURPOSES:**

WEEKLY SERVICE AMOUNT: \$ 56,400

BI-WEEKLY SERVICE AMOUNT: \$ 27,120

TRI-WEEKLY SERVICE AMOUNT: \$ 2,000

*Failure to use this bid form may result in bid disqualification.*

SIGNATURE: 

DATE: 4/14/2024

NAME/TITLE: Chris Parsons / owner



REQUEST FOR QUOTATION  
WVARNG Joint Forces Headquarters Lawn Care Services – CRFQ ADJ24\*14

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SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Army National Guard, Construction & Facilities Management Office, to establish a contract for lawn care services at the West Virginia National Guard Joint Forces Headquarters located at 1707 Coonskin Drive in Charleston, WV.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“Contract Services”** means weekly lawn care services (e.g., mowing, trimming, edging, and clearing) as more fully described in these specifications and Exhibit B.
  - 2.2 **“Pricing Page”** means the pages, contained in wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
  - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
3. **QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
  - 3.1. The vendor must have completed five (5) successful lawn and landscaping services in the past three years. References to indicate completion of the sufficient quantity of projects should be provided with the bid but **must** be provided prior to award.
4. **MANDATORY REQUIREMENTS:**
  - 4.1 **Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.
    - 4.1.1 **Contract Services Deliverable # 1**
      - 4.1.1.1 Contractor shall provide lawn care services including:
        - 4.1.1.1.1 Mowing.
        - 4.1.1.1.2 Edging around all sidewalks.
        - 4.1.1.1.3 Trimming around all roadways, parking lots, posts, trees, and shrubs.
        - 4.1.1.1.4 Removal of all trimmings and grass clippings from all hardscape surfaces (e.g., sidewalks, roadways, parking lots, and ground level windowsills).

REQUEST FOR QUOTATION  
WVARNG Joint Forces Headquarters Lawn Care Services – CRFQ ADJ24\*14

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4.1.1.2 The required frequency of service for this contract is as follows:

- 4.1.1.2.1 WEEKLY (Areas of map indicated inside BLUE outline of Exhibit C) Mowing of all Army National Guard property inside the fence of Joint Force Headquarters (JFHQ). This includes trimming along all roadways and parking lots and around all posts, trees, and shrubs and edging along all sidewalks within the outlined area of the map. Vendor is to remove all vegetation debris from all sidewalks, roadways, parking areas, and ground level windowsills.
- 4.1.1.2.2 BI-WEEKLY (Areas of map indicated inside ORANGE outline of Exhibit C) Mowing of property to include hill behind the Annex Building to the Child Development Center parking lot. Vendor is to remove all vegetation debris from all sidewalks, roadways, parking areas, and ground level windowsills.
- 4.1.1.2.3 TRI-WEEKLY (Areas of map indicated inside the YELLOW outline of Exhibit C) The areas outlined in yellow are to be done on a tri-weekly basis. Vendor is to remove all vegetation debris from all sidewalks, roadways, parking areas, and ground level windowsills.
- 4.1.1.2.4 NOT-IN-CONTRACT (Areas of map indicated inside RED outline of Exhibit C) **No lawn services will be required or provided in the areas indicated inside the red outline. No lawn services will be provided for or performed on any WV Air National Guard property as a condition of this contract.**

4.1.2 Contractor shall perform all services between 7:30 AM and 5:00 PM, Monday through Friday (generally between April and November).

4.1.3 Contractor shall supply all tools, tool accessories, personal safety equipment, supplies and materials necessary to execute the responsibilities of this Contract as indicated in the attachment **Exhibit C**.



REQUEST FOR QUOTATION  
WVARNG Joint Forces Headquarters Lawn Care Services – CRFQ ADJ24\*14

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**5. CONTRACT AWARD:**

**5.1 Contract Award:** The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**5.2 Pricing Page:** Vendor should complete Exhibit A by providing a service lump sum amount for the year and break down the unit price per service (weekly, bi-weekly, and tri-weekly). The breakdown of services is intended for invoicing purposes. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address:  
[David.H.Pauline@wv.gov](mailto:David.H.Pauline@wv.gov)

- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 7. PAYMENT:** Agency shall pay per service period, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

Agency shall pay a Unit Price per Service, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payments in accordance with the payment procedures of the State of West Virginia.

Vendor must invoice monthly, listing the services performed from the assigned ADO, and including the assigned ADO number on each invoice.

**Invoices shall be mailed to:**  
**WV Adjutant General's Office**  
**Construction & Facilities Management Office**  
**Attn: Accounts Payable**  
**1707 Coonskin Drive**  
**Charleston, WV 25311**

REQUEST FOR QUOTATION  
WVARNG Joint Forces Headquarters Lawn Care Services – CRFQ ADJ24\*14

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8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
  
9. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
  - 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
  - 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
  - 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
  - 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
  - 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.
  
10. **VENDOR DEFAULT:**
  - 10.1. The following shall be considered a vendor default under this Contract.
    - 10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
    - 10.1.2. Failure to comply with other specifications and requirements contained herein.
    - 10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
    - 10.1.4. Failure to remedy deficient performance upon request.
  - 10.2. The following remedies shall be available to Agency upon default.
    - 10.2.1. Immediate cancellation of the Contract.
    - 10.2.2. Immediate cancellation of one or more release orders issued under this Contract.
    - 10.2.3. Any other remedies available in law or equity.



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WVARNG Joint Forces Headquarters Lawn Care Services – CRFQ ADJ24\*14

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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:** CHRISTOPHER PARSONS

**Telephone Number:** 304-784-1911

**Fax Number:** \_\_\_\_\_

**Email Address:** TEAMSUMMERSLAWNCARE@GMPHC.COM