



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 1

[List View](#)

General Information

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

Procurement Folder: 1458554

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 0603

Vendor ID: 000000113225



SO Doc ID: ADJ2500000001

Legal Name: J & R LANDSCAPING & TREE EXPERTS INC

Published Date: 7/23/24

Alias/DBA:

Close Date: 7/25/24

Total Bid: \$138,700.00

Close Time: 13:30

Response Date: 07/24/2024



Status: Closed

Response Time: 14:19

Solicitation Description: Huntington Tri State Reserve Center Sealing & Striping

Responded By User ID: jandrexcavating



Total of Header Attachments: 1

First Name: Jimmy

Total of All Attachments: 1

Last Name: Lucas

Email: jandrexcavating6260@yahoo

Phone: 304-813-7308



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: 1458554
Solicitation Description: Huntington Tri State Reserve Center Sealing & Striping
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2024-07-25 13:30	SR 0603 ESR07242400000000677	1

VENDOR
000000113225
J & R LANDSCAPING & TREE EXPERTS INC

Solicitation Number: CRFQ 0603 ADJ2500000001
Total Bid: 138700
Response Date: 2024-07-24
Response Time: 14:19:45
Comments:

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

Vendor Signature X	FEIN#	DATE
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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	Huntington Tri State Reserve Center Sealing & Striping				138700.00

Comm Code	Manufacturer	Specification	Model #
72141100			

Commodity Line Comments:

Extended Description:

BASE BID (Per documentation)- Provide and furnish all labor, materials, tools, expendable equipment and all services to complete parking lot sealing & striping services per the attached specifications and documentation. Contractor MUST field verify this area.



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

Proc Folder: 1458554			Reason for Modification: Addendum No. 1
Doc Description: Huntington Tri State Reserve Center Sealing & Striping			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-07-23	2024-07-25 13:30	CRFQ 0603 ADJ2500000001	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000113225
Vendor Name : J & R Landscaping and Tree Experts INC
Address : 375
Street : Timber Ridge Lane
City : Keyser
State : WV **Country :** USA **Zip :** 26726
Principal Contact : Jimmy E Lucas JR- President
Vendor Contact Phone: 304 813 7308 **Extension:**

FOR INFORMATION CONTACT THE BUYER

David H Pauline
304-558-0067
david.h.pauline@wv.gov

Vendor
Signature X

FEIN# 20-5083168

DATE 07/23/2024

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

EXHIBIT A
CRFQ # ADJ2500000001

ALL LABOR, MATERIALS, EQUIPMENT, AND SUPPLIES NECESSARY TO PROVIDE PAVEMENT
SEALING & STRIPING SERVICES FOR THE PARKING LOT(S) AT THE
Huntington Tri-State Reserve Center
2194 Booth Drive
Kenova, WV 25530

BID FORM

The undersigned, hereafter called the Bidder, 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.

BIDDERS COMPANY NAME: J+R Landscaping and Tree Experts INC
VENDOR ADDRESS: 375 Timber Ridge LN
Keyser WV 26726
TELEPHONE: 304 813 7308
FAX NUMBER: 304 788 3825
E-MAIL ADDRESS: Jandrexcavating6260@yahoo.com
WV CONTRACTOR'S
LICENSE NO.: WV 031662

CONTRACT OVERALL TOTAL COST: BASE BID for the pavement sealing & striping services at the
Huntington Tri State Reserve Center facility per the attached documentation.

One hundred thirty-eight thousand seven hundred dollars
(\$ 138,700.⁰⁰) *** (Contract bid to be written in words and numbers.)

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

SIGNATURE: _____

DATE: 07/24/2024

NAME: Jimmy E Lucas JR

(Please Print)

TITLE: President



CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: WV031662

CLASSIFICATION:

EXCAVATION
SPECIALTY
LANDSCAPING
ASPHALT
DEMOLITION

J & R LANDSCAPING & TREE EXPERTS INC
DBA J & R LANDSCAPING & TREE EXPERTS INC
375 TIMBER RIDGE LANE
KEYSER, WV 26726

DATE ISSUED

JANUARY 13, 2024

EXPIRATION DATE

JANUARY 13, 2025

Authorized Signature

Chair, West Virginia Contractor
Licensing Board



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ ADJ2500000001

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.

J+R Landscaping and Tree Experts LLC
Company

Authorized Signature
07/23/2024
Date

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

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) Jimmy E Lucas JR- President

(Address) 375 Timber Ridge Lane Keyser WV 26726

(Phone Number) / (Fax Number) 304 813 7308 / 304 788 3825

(email address) Jandrexcavating6260@yahoo.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.

J & R Landscaping and Tree Experts INC

(Company)

(Signature of Authorized Representative)

Jimmy E Lucas JR President 07/23/2024

(Printed Name and Title of Authorized Representative) (Date)

304 813 7308 304 788 3825

(Phone Number) (Fax Number)

Jandrexcavating6260@yahoo.com

(Email Address)

Subcontractor List Submission (Construction Contracts Only)

Bidder's Name: J & R Landscaping and Tree Experts INC

☒ Check this box if no subcontractors will perform more than \$25,000.00 of work to complete the project.

Subcontractor Name	License Number if Required by W. Va. Code § 21-11-1 et. seq.

Attach additional pages if necessary

REQUEST FOR QUOTATION – CRFQ ADJ25*01
Huntington Tri-State Reserve Center Sealing & Striping Parking Lot(s)

12. MISCELLANEOUS:

- 12.1. 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: Jimmy E Lucas JR

Telephone Number: 304 813 7308

Fax Number: 304 788 3825

Email Address: Jandrexcavating6260@yahoo.com

- a. Liquidated Damages:** Contractor shall pay liquidated damages in the amount of \$1,500.00 per day of delay, plus a one-time fixed cost of \$1,250.00 for Staff Judge Advocate review for work not completed after contract completion date. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, J & R Landscaping and Tree Experts, Inc.
of 75 Timber Ridge Lane, Keyser, WV 26726, as Principal, and NGM Insurance Company
of 55 West Street, Keene, NH 03431, a corporation organized and existing under the laws of the State of Florida
with its principal office in the City of Keene, as Surety, are held and firmly bound unto the State
of West Virginia, as Oblige, in the penal sum of Five Percent (5%) of the Bid Amount (\$ 5%) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for
Huntington Tri State Reserve Center Sealing & Striping

NOW THEREFORE,

(a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal
attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform
the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in
full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no
event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no
way impaired or affected by any extension of the time within which the Oblige may accept such bid, and said Surety does hereby
waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and
Surety, or by Principal individually if Principal is an individual, this 25th day of July, 2024.

Principal Seal



J & R Landscaping and Tree Experts, Inc.

(Name of Principal)

By

(Must be President, Vice President, or
Duly Authorized Agent)

President
(Title)

Surety Seal



NGM Insurance Company

(Name of Surety)

John D. Weisbrodt, Attorney-In-Fact

IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and
must attach a power of attorney with its seal affixed.



POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"Article IV, Section 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them. "

does hereby make, constitute and appoint **John D. Weisbrot, Nancy Nigro, Melissa McDade, Steven Varga** -----

its true and lawful Attorneys-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed, bonds, undertakings, recognizances, contracts of indemnity, or other writings obligatory in nature of a bond subject to the following limitation:

1. No one bond to exceed Five Million Dollars (\$5,000,000)

and to bind NGM Insurance Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of NGM Insurance Company; the acts of said Attorney are hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such office and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Assistant Secretary and its corporate seal to be hereto affixed this 24th day of August, 2023.

NGM INSURANCE COMPANY By:

Lauren K. Powell
Assistant Secretary



State of Wisconsin,
County of Dane.

On this 24th day of August, 2023, before the subscriber a Notary Public of State of Wisconsin in and for the County of Dane duly commissioned and qualified, came Lauren K. Powell of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and she acknowledged the execution of same, and being by me fully sworn, depose and said that she is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Madison, Wisconsin this 24th day of August, 2023.

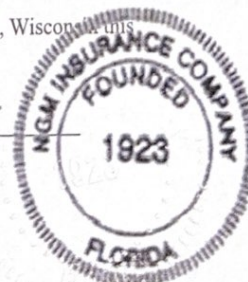


I, Andrew Rose, Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Madison, Wisconsin this

25th day of July, 2024.

Andrew Rose, Vice President



WARNING: Any unauthorized reproduction or alteration of this document is prohibited.
TO CONFIRM VALIDITY of the attached bond please call 1-603-354-5281.
TO SUBMIT A CLAIM: Send all correspondence to 55 West Street, Keene, NH 03431
Attn: Bond Claim Dept. or call our Bond Claim Dept. at 1-603-358-1437.



I certify that at the Annual Meeting of the Directors of the NGM Insurance Company duly called and held at Jacksonville, Florida on March 17th, 2024, the following officers were elected and remain in office:

CHRISTOPHER R. LISTAU..... PRESIDENT
LAUREN K. POWELL..... SECRETARY
TROY P. VAN BEEK..... TREASURER
ANDREW B. ROSE, THERESA E. BREUNIG-SILBERNAGEL..... VICE PRESIDENTS

I further certify that the following statement of the Company is true as taken from the records of said Company as of December 31, 2023.

ADMITTED ASSETS

Bonds at Amortized Values..... \$ 112,215,280
Stocks at Market Value..... \$132,111,942
First Mortgage Loans..... 0
Real Estate..... \$2,422,432
Cash in Office and Banks..... (3,700,949)
Short Term Investments..... \$617,201
Agent's Balance (Less than 90 Days)..... \$311,290,700
Accrued Interest..... \$1,078,461
Other Assets..... \$157,941,677
TOTAL ADMITTED ASSETS..... \$713,976,744

LIABILITIES

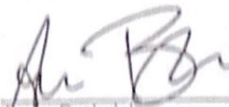
Reserve for Losses..... 0
Reserve for Loss Adjustment Expenses..... 0
Reserve for Unearned Premiums..... 0
Reserve for Other Underwriting Expenses..... \$49,172,719
Reserve for Taxes, Licenses, and Fees..... \$4,199,100
Loss Drafts in Transit..... 0
Other Liabilities..... \$44,218,563
Total Liabilities..... \$ 97,590,382
Policyholders' Surplus..... \$616,386,362
TOTAL..... \$713,976,744

Securities as deposited by law, included above = \$5,705,300

I further certify that the following is true and exact excerpt from Article IV, Section 2 of the By-Laws of NGM Insurance Company which is still valid and existing.

The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them."

Subscribed and sworn to before me on
this 18 day of March 2024


Aaron Bochniak
Commission Expires May 21, 2027

IN WITNESS THEREOF I hereunto subscribe
my name and affix the seal of said company
this 18 day of March 2024


Lauren K. Powell
Secretary





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/8/23

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER EE4007 CHANEY - BUSKIRK AGENCY INC PO BOX 50 WILEY FORD, WV 26767	CONTACT NAME: Kelly Courtney PHONE (A/C, No, Ext): 304-721-4733 E-MAIL: kelly@chaneybuskirk.com ADDRESS: Kelly Courtney FAX (A/C, No): 304-460-8556
INSURED J & R Landscaping & Tree Experts Inc 375 Timber Ridge Ln Keyser, WV 26726	INSURER(S) AFFORDING COVERAGE INSURER A: Eric Insurance Company 26263 INSURER B: Eric Insurance Property & Casualty Company 26830 INSURER C: Eric Insurance Exchange 26271 INSURER D: Eric Insurance Company of New York 16233 INSURER E: Flagship City Insurance Company 35585 INSURER F:

COVERAGES

CERTIFICATE NUMBER: N/A

REVISION NUMBER: N/A

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	Q35 5500014	11/5/23	11/5/24	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTO ONLY Garage <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		Q09 5730068	9/7/23	9/7/24	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$ <input type="checkbox"/> CLAIMS-MADE		Q35 5570012	11/5/23	11/5/24	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

State of WV Department of Admin.
Purchasing Division
2019 Washington St.E. B15
Charleston, WV 25305

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kelly Courtney

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State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5

I, Jimmy E Lucas JR, after being first duly sworn, depose and state as follows:

1. I am an employee of J & R Landscaping and Tree Experts INC; and,
(Company Name)
2. I do hereby attest that J & R Landscaping and Tree Experts INC
(Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code** §21-1D.

The above statements are sworn to under the penalty of perjury.

Printed Name: Jimmy E Lucas JR
Signature: [Signature]
Title: President
Company Name: J & R Landscaping and Tree Experts INC
Date: 07/23/2024

STATE OF WEST VIRGINIA,

COUNTY OF Mineral, TO-WIT:

Taken, subscribed and sworn to before me this 23 day of July, 24.

By Commission expires Nov 17, 2025

(Seal)



[Signature]
(Notary Public)



Professional Nursing Service, Inc.
709 Simmons Street
Goldsboro, North Carolina 27530

Phone: (919) 735-0094

E-Mail pnssa@pnsi.biz

Month Day, Year

Name, Title

Company Name *J+R Landscaping + Tree Expert*

Company Address *Rt 1 Box 112 E*

Somewhere, North Carolina 21111 *Kyle, WV 26726*

Re: Proposal For Substance Abuse / Employment Screening Services

Dear Whomever:

Professional Nursing Service, Inc., proposes to assume total responsibility for screening, chain of custody processing, laboratory analysis, medical review and provide reporting services for your company's substance abuse testing program.

The scope of this proposal will apply to all of your company locations throughout the country. Testing will be provided under the following circumstances:

- a. Pre-employment testing
- b. Random testing
- c. Reasonable suspicion testing
- d. Return to duty and follow up testing on a required basis, and
- e. Regulatory commercial drivers license requirements (DOT testing and program management.)

A detailed proposal is provided as an attachment to this letter.

Sincerely yours,

Derek Walls
Territory Manager

F:\wpdocs\subabuse\newprop
Effective 03-10-04
Revised 03-01-07



Professional Nursing Service, Inc.

709 Simmons Street
Goldsboro, NC 27530

Phone: (919) 735-0094 E-Mail: pnssa@pnsi.biz

"Absolute Assurance"
for your
Workplace Substance Abuse Needs

Agreement

Professional Nursing Service, Inc. agrees to provide substance abuse testing and related services to J+R Landscaping + Tree Experts (Company Name) hereafter referred to as the Company, and as the Company has requested such services on this the 17 day of AUGUST, 2000.

The Company agrees to pay for the substance abuse testing and related services set out in the proposal; PNSI shall promptly bill the Company for the sums due and the sums shall be due upon receipt of the invoice. All unpaid balances, after 30 days, shall accrue interest at a rate of 1.5% per month.

The Company agrees to notify PNSI sites, if utilized, for appointment times.

The Company agrees to adhere to the HIPAA, State and Federal regulations pertaining to their Substance Abuse Program needs. If the Company becomes noncompliant, the Company will be removed from our program and that will terminate this agreement.

PNSI will e-mail all results to your designated employer representative. The Company will need to provide the name, code name, and e-mail address to which results are to be sent. The Company shall assign an alternate in case of absence or illness.

The Company shall notify PNSI if it has not received communication in a timely manner, as PNSI will not be able to determine if such has been received. This is due to the fact that technology has not yet been provided that would allow for acknowledgment. For example, if the company was expecting test results within three days and none had been received, the company representative would contact PNSI and PNSI would investigate. PNSI could determine from the program history data that the results were or were not E-mailed from

