



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 2

## General Information

## Contact

## Default Values

## Discount

## Document Information

## Clarification Request

Procurement Folder: 1465331

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 0603

Vendor ID: 000000113225



SO Doc ID: ADJ2500000007

Legal Name: J &amp; R LANDSCAPING &amp; TREE EXPERTS INC

Published Date: 8/13/24

Alias/DBA:

Close Date: 8/13/24

Total Bid: \$327,000.00

Close Time: 13:30

Response Date: 08/13/2024



Status: Closed

Response Time: 10:59

Solicitation Description: Marshall County RC Paving, Sealing, &amp; Striping

Responded By User ID: jandrexavating



Total of Header Attachments: 2

First Name: Jimmy

Total of All Attachments: 2

Last Name: Lucas

Email: jandrexavating6260@yahoc

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:** 1465331  
**Solicitation Description:** Marshall County RC Paving, Sealing, & Striping  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2024-08-13 13:30	SR 0603 ESR08132400000001072	1

**VENDOR**  
000000113225  
J & R LANDSCAPING & TREE EXPERTS INC

**Solicitation Number:** CRFQ 0603 ADJ2500000007  
**Total Bid:** 327000  
**Response Date:** 2024-08-13  
**Response Time:** 10:59:25  
**Comments:**

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

<b>Vendor</b>		
<b>Signature X</b>	<b>FEIN#</b>	<b>DATE</b>

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	Paving, Sealing, and Striping				327000.00

Comm Code	Manufacturer	Specification	Model #
72141100			

Commodity Line Comments:

Extended Description:

See attached Exhibit "A" to input pricing.

To provide and furnish all labor, materials, tools, expendable equipment and all services to complete parking lot paving, sealing, and striping services per the attached specifications and documentation. Contractor MUST field verify this area.



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ ADJ2500000007**

**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 INC

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

08/13/2024

\_\_\_\_\_  
Date

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





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: 1465331

Doc Description: Marshall County RC Paving, Sealing, & Striping

Reason for Modification:

Proc Type: Central Purchase Order

Date Issued

Solicitation Closes

Solicitation No

Version

2024-07-22

2024-08-13 13:30

CRFQ 0603 ADJ2500000007

1

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 :

Principal Contact : Jimmy Lucas JR

Vendor Contact Phone: 3048137308

Extension:

FOR INFORMATION CONTACT THE BUYER

David H Pauline

304-558-0067

david.h.pauline@wv.gov

Vendor  
Signature X

FEIN#

20-5083168

DATE

08/12/2024

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



**ADDITIONAL INFORMATION**

The West Virginia Purchasing Division is soliciting bids on behalf of the Adjutant General's Office, Division of Engineering and Facilities to establish a contract to provide all labor, material, tools, equipment, supplies and supervision necessary to complete parking lot paving, sealing, and striping services at the Marshall County Readiness Center (RC) in Moundsville, WV, per the attached specifications.

=====

Mandatory Pre-bid Meeting at the following location:  
WV Army Guard-Marshall Co Readiness Center  
1600 Lafayette Ave.  
Moundsville, WV 26041  
August 6, 2024, at 11:00 am., est.

=====

**INVOICE TO**

ADJUTANT GENERALS  
OFFICE  
1707 COONSKIN DR

CHARLESTON  
US

WV

**SHIP TO**

ADJUTANT GENERALS  
OFFICE  
1600 SOUTH LAFAYETTE  
AVENUE

MOUNDSVILLE  
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Paving, Sealing, and Striping	1	LS		\$327,000.00

**Comm Code****Manufacturer****Specification****Model #**

72141100

**Extended Description:**

See attached Exhibit "A" to input pricing.

To provide and furnish all labor, materials, tools, expendable equipment and all services to complete parking lot paving, sealing, and striping services per the attached specifications and documentation. Contractor MUST field verify this area.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Mandatory Pre-bid Meeting at 11:00 am., est.	2024-08-06
2	Vendor Technical Questions Due By 11:00 am., est.	2024-08-08



**EXHIBIT A**  
**CRFQ # ADJ2500000007**

RESURFACING, SEALING, & STRIPING SERVICES FOR THE PARKING LOT(S) AT THE  
MARSHALL COUNTY READINESS CENTER  
1600 LAFAYETTE AVENUE  
MOUNDSVILLE, WV 26041

**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 necessary to perform the work as described in the bidding documents.

BIDDER COMPANY NAME: J+R Landseaping and Tree Experts INC

VENDOR ADDRESS: 375 Timber Ridge Lane Keyser WV 26726

E-MAIL ADDRESS: Jandrexcavating6260@yahoo.com

TELEPHONE: 304 813 7308

WV CONTRACTOR'S  
LICENSE NO.: WV031662

BID ITEM #1 - BASE BID for the pavement resurfacing, sealing, and striping services at the Marshall County Readiness Center per the attached documentation.

Three hundred twenty seven thousand dollars  
(\$327,000.<sup>00</sup>) \*\*\* (Contract bid to be written in words and numbers.)

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

SIGNATURE: 

NAME: Jimmy Lucas JR  
(Please Print)

TITLE: President

DATE: 08/12/2024



REQUEST FOR QUOTATION – CRFQ ADJ25\*07  
Marshall County Readiness Center Paving, Sealing, & Striping of the Parking Lot(s)

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**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 Lucas JR

**Telephone Number:** 304 813 7308

**Fax Number:** 304 788 3825

**Email Address:** Jandrexexcavating6260@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.



**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 Lucas JR- President

(Address) 375 Timber Ridge Lane Keyser WV 26726

(Phone Number) / (Fax Number) 3048137308 / 3047883825

(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 Lucas JR- president 08/12/2024

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

3048137308/ 3047886260

(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.

[illegible]

Attach additional pages if necessary



BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, J & R Landscaping and Tree Experts, Inc.  
of Keyser, WV, as Principal, and NGM Insurance Company  
of Keene, NH, a corporation organized and existing under the laws of the State of Florida  
with its principal office in the City of Jacksonville, FL, 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 total amount of the bid (\$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  
Marshall County RC Paving, 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 13th day of August, 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



NGM Insurance Company

(Name of Surety)

John D. Weisbrot

Attorney-in-Fact  
John D. Weisbrot, Attorney-in-Fact

IMPORTANT: Only sureties 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)**

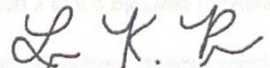
and to bind NGM Insurance Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of NGM Insurance Company; the acts of said Attorney are hereby ratified and confirmed.

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

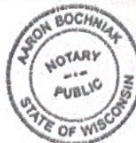


State of Wisconsin,  
County of Dane.

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, deposed 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.

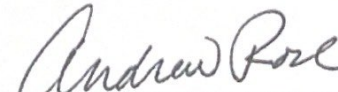




I, Andrew Rose, Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in full force and effect.

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

13th day of August, 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





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 S. 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

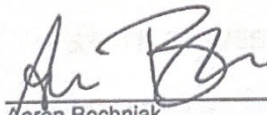
Reserve for Losses .....	0
Reserve for Loss Adjustment Expenses .....	0
Reserve for Unearned Premiums .....	0
Reserve for Other Underwriting Expenses .....	\$49,172,719
Reserve for Taxes, Licenses, and Fees .....	\$4,199,100
Loss Drafts in Transit .....	0
Other Liabilities .....	\$44,218,563
Total Liabilities .....	\$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."

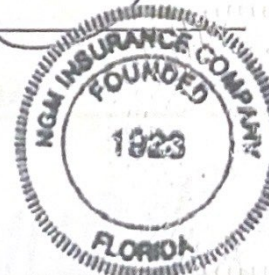
Subscribed and sworn to before me on  
this 18 day of March 2024



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







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

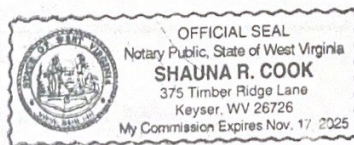
STATE OF WEST VIRGINIA,

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)





# 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

FAX (A/C, No): 304-460-8556

E-MAIL ADDRESS: kelly@chaneybuskirk.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Erie Insurance Company

26263

INSURER B: Erie Insurance Property &amp; Casualty Company

26830

INSURER C: Erie Insurance Exchange

26271

INSURER D: Erie Insurance Company of New York

16233

INSURER E: Flagship City Insurance Company

35585

INSURER F:

INSURED

J &amp; R Landscaping &amp;

Tree Experts Inc

375 Timber Ridge Ln

Keyser, WV 26726

## 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 WVD	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 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 type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTO ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY Garage		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"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		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 <input type="checkbox"/> 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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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/09/23

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 <b>MID-ATLANTIC GROUP</b> PO Box 700 Petersburg, WV 26847	CONTACT NAME: <b>Bill Deadrick</b> PHONE (A/C, No, Ext): <b>(304)257-4616</b> E-MAIL ADDRESS: <b>billd@midatlanticgroup.com</b> FAX (A/C, No): <b>(304)257-2069</b>
INSURED <b>J &amp; R Landscaping and Tree Experts, Inc</b> <b>J &amp; R Tree Service</b> <b>375 Timber Ridge Lane</b> <b>Keyser, WV 26726</b>	INSURER(S) AFFORDING COVERAGE <b>INSURER A: Travelers</b> <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

## COVERAGES

CERTIFICATE NUMBER: 1109202301

REVISION NUMBER:

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 WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$
A	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 <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A	6JUB-6R08783-6-22	10/08/23	10/08/24	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

## CERTIFICATE HOLDER

## CANCELLATION

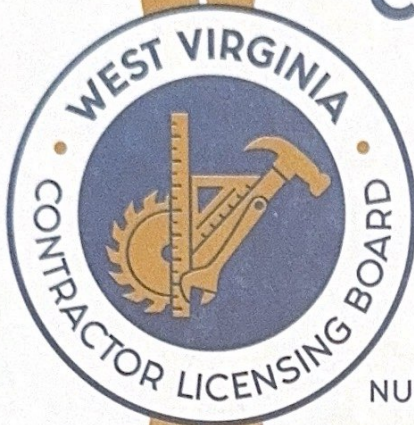
State of West Virginia  
WV Purchasing Division  
2019 Washington Street, East Bldg 15  
Charleston, WV 25305

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

*Bill Deadrick*





# 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.





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

Phone: (919) 735-0094

E-Mail [pnssa@pnsi.biz](mailto:pnssa@pnsi.biz)

Month Day, Year

Name, Title

Company Name J+R Landscaping + Tree Expert

Company Address Rt 1 Box 112F

Somewhere, North Carolina 21111 Keyser, 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:

- Pre-employment testing
- Random testing
- Reasonable suspicion testing
- Return to duty and follow up testing on a required basis, and
- 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



If any person or agent signs this Agreement on behalf of the Company, said person or agent certifies that they have authority to enter into this Agreement for and on behalf of the Company and to make the Company financially responsible for the sums due hereunder.

Physical address:

Rt 1 Box 112F  
Kingsport, TN 37626

N/A (mail)  
Primary e-mail address  
for reporting of results

MAIL  
Primary e-mail address  
for billing

Jimmy Lucas - White  
Primary contact & Code word  
for reporting of results

[Signature]  
Signature of Authorized  
Company Agent

[Signature]  
Signature of Authorized  
Agent of PNSI

Mailing Address:

Same

—  
Secondary e-mail address  
for reporting of results

—  
Secondary e-mail address  
for billing

Jimmy Lucas - White  
Secondary contact & Code word  
for reporting of results

8-17-10  
Date

8-17-10  
Date

Please return all pages of the signed Agreement

F:\wpdocs\subabuse\agree  
Effective 01/10/04  
Revised 07/20/09

\\nsi01\apps\subabuse\agreements\agreement.doc