



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 - Prof

Proc Folder: 1725036

Doc Description: Snow Removal Services - GSD Buildings

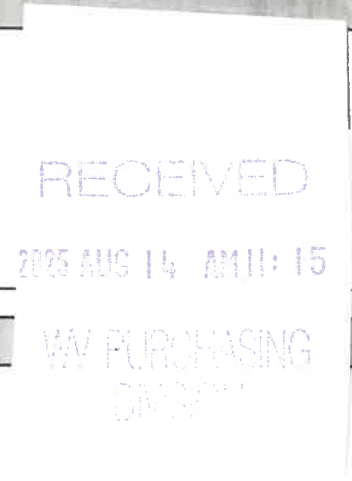
Reason for Modification:

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2025-07-31	2025-08-14 13:30	CRFQ 0211 GSD2600000003	1

BID RECEIVING LOCATION

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



VENDOR

Vendor Customer Code: 000000101128
 Vendor Name: *Advanced Tree + Lawn Care*
 Address: *PO Box 876*
 Street: *101 Southbrooke Dr*
 City: *Hurricane*
 State: *WV* Country: *USA* Zip: *25526*
 Principal Contact: *Talida Riffle*
 Vendor Contact Phone: *304-397-6006* Extension:

FOR INFORMATION CONTACT THE BUYER

Tara Lyle
 (304) 558-2544
 tara.l.lyle@wv.gov

Vendor Signature x *Talida Riffle* FEIN# *05-0562006* DATE *8-13-25*

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

ADDITIONAL INFORMATION

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of The Department of Administration, General Services Division, to establish an open-end contract for snow removal on various Department of Administration owned parking lots throughout the State, per the bid requirements, specifications and terms and conditions as attached hereto.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Snow Removal Services - GSD Buildings				

Comm Code	Manufacturer	Specification	Model #
72102903			

Extended Description:

Snow Removal Services - GSD Buildings
Exhibit A Pricing Page must be submitted with bid.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical questions due by 12:00 pm	2025-08-06

	Document Phase	Document Description	Page
GSD2600000003	Final	Snow Removal Services - GSD Buildings	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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) Talicia Riffle Owner/Partner
(Address) 101 Southbrook Dr Hummelton WV 26526
(Phone Number) / (Fax Number) 304-610-2082, 304-397-6006
(email address) landscaping@advancedtreeandlawn care.biz

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, 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.

Advanced Tree + Lawn Care
(Company)
Talicia Riffle
(Signature of Authorized Representative)
Talicia Riffle Owner/Partner 8-13-25
(Printed Name and Title of Authorized Representative) (Date)
304-610-2082 304-397-6006
(Phone Number) (Fax Number)
landscaping@advancedtreeandlawn care.biz
(Email Address)

REQUEST FOR QUOTATION
CRFQ GSD26*03 - Snow Removal – Charleston Metro Office Buildings

9. VENDOR DEFAULT:

9.1. The following shall be considered a vendor default under this Contract.

9.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

9.1.2. Failure to comply with other specifications and requirements contained herein.

9.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

9.1.4. Failure to remedy deficient performance upon request.

9.2. The following remedies shall be available to the Agency upon default.

9.2.1. Immediate cancellation of the Contract.

9.2.2. Immediate cancellation of one or more release orders issued under this Contract.

9.2.3. Any other remedies available in law or equity.

10. MISCELLANEOUS:

10.1. **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: Talicia Riffle

Telephone Number: 304-610-2082

Fax Number: 304-397-6006

Email Address: landscaping@advancedtreeandlandscape
.biz

CRFQ GSD26*03 - Exhibit A - Pricing Page

Capitol Complex	Bid
De-icing under 1" or during icy conditions	7,000
Snow removal and de-icing of 1"-6" accumulation	7,000
Snow removal and de-icing over 6" accumulation	2,000
Location Subtotal (A):	16,000
The Laidley Lots	
De-icing under 1" or during icy conditions	500
Snow removal and de-icing of 1"-6" accumulation	500
Snow removal and de-icing over 6" accumulation	500
Location Subtotal (B):	1,500
Capitol Complex Total Bid (A + B)	17,500
Building 25 - Parkersburg	
De-icing under 1" or during icy conditions	10,000
Snow removal and de-icing of 1"-6" accumulation	10,000
Snow removal and de-icing over 6" accumulation	10,000
Location Subtotal:	30,000
Building 32 - Huntington	
De-icing under 1" or during icy conditions	7,000
Snow removal and de-icing of 1"-6" accumulation	7,000
Snow removal and de-icing over 6" accumulation	7,000
Location Subtotal:	21,000
DEP Building 37	
De-icing under 1" or during icy conditions	5,500
Snow removal and de-icing of 1"-6" accumulation	5,500
Snow removal and de-icing over 6" accumulation	5,500
Location Total:	16,500
Cornerstone Bldg 84	
De-icing under 1" or during icy conditions	6,000
Snow removal and de-icing of 1"-6" accumulation	5,000
Snow removal and de-icing over 6" accumulation	4,000
Location Total:	15,000
Summers Building 86	
De-icing under 1" or during icy conditions	6,000
Snow removal and de-icing of 1"-6" accumulation	5,000
Snow removal and de-icing over 6" accumulation	4,000
Snow removal and de-icing over 6" accumulation	duplicate
Location Total:	15,000
Building 88	
De-icing under 1" or during icy conditions	6,000
Snow removal and de-icing of 1"-6" accumulation	5,000
Snow removal and de-icing over 6" accumulation	4,000
Location Total:	15,000
De-icing under 1" or during icy conditions	No location
Snow removal and de-icing of 1"-6" accumulation	No location
Snow removal and de-icing over 6" accumulation	No location
Location Total:	0
Off-site Snow Removal	
Hourly Labor Rate:	1,000

Vendor Information:

Company Name Advanced Tree + Lawn Care
 Address P.O. Box 876
Hurricane, WV 25526
 Phone Number 304-397-6006, 304-610-2082
 Fax Number 304-397-6006
 FEIN 05-0562606
 Contact Name Printed Talicia Riffle
 Contact Name Signature Talicia Riffle
 Date 8/13/25
 Vendor Email Address landscaping@advancedtreeandlawn.com.biz



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/05/2025

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 Garlow Insurance Agency Inc 20 MacCorkle Avenue SW South Charleston WV 25303		CONTACT NAME: Cody Javins PHONE (A/C No. Ext): 304-347-8972 E-MAIL ADDRESS: Cody@garlowinsurance.com FAX (A/C No.): 304-347-8973	
INSURED Advanced Tree & Lawn Care, Llc P. O. Box 876 Hurricane WV 25526		INSURER(S) AFFORDING COVERAGE INSURER A : ERIE INS CO INSURER B : Erie Ins Prop & Cas Co INSURER C : INSURER D : INSURER E : INSURER F :	
		NAIC # 26263 26830	

COVERAGES **CERTIFICATE NUMBER:** **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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:			Q61-0230438	10/04/2024	10/04/2025	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1000000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000 \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			Q01-6530329	01/15/2025	01/15/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	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 Y	Q87-5700380	03/07/2025	03/07/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
			N/A				

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

This certificate of insurance neither affirmatively nor negatively amends, extends or alters the coverages afforded by the above policies


CERTIFICATE HOLDER

State of West Virginia
 General Services Division

 1900 Kanawha Blvd East
 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


Fax: Email:

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

© 1988-2015 ACORD CORPORATION. All rights reserved.