



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: 1699433


Procurement Type: Central Purchase Order

Vendor ID: 000000113225 

Legal Name: J & R LANDSCAPING & TREE EXPERTS INC

Alias/DBA:

Total Bid: \$49,500.00

Response Date: 08/05/2025 

Response Time: 9:13

Responded By User ID: jandrexcavating 

First Name: Jimmy

Last Name: Lucas

Email: jandrexcavating6260@yahoo

Phone: 304-813-7308

SO Doc Code: CRFQ

SO Dept: 1400


SO Doc ID: AGR2600000004

Published Date: 7/29/25

Close Date: 8/5/25

Close Time: 13:30

Status: Closed

Solicitation Description: Sealing of 110,000 sq ft Parking lot 

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: 1699433
Solicitation Description: Sealing of 110,000 sq ft Parking lot
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2025-08-05 13:30	SR 1400 ESR08052500000000623	1

VENDOR
000000113225
J & R LANDSCAPING & TREE EXPERTS INC

Solicitation Number: CRFQ 1400 AGR2600000004
Total Bid: 49500
Response Date: 2025-08-05
Response Time: 09:13:14
Comments:

FOR INFORMATION CONTACT THE BUYER
James W Atkins
(304) 558-0094
james.w.atkins@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	Sealing of 110,000 sq ft Parking Lot				49500.00

Comm Code	Manufacturer	Specification	Model #
72153702			

Commodity Line Comments:

Extended Description:

See attached documentation for further details.



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
Construction

Proc Folder: 1699433

Doc Description: Sealing of 110,000 sq ft Parking lot

Reason for Modification:

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2025-07-11	2025-08-05 13:30	CRFQ 1400 AGR2600000004	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 : 26726

Principal Contact : Jimmy E Lucas JR

Vendor Contact Phone: 3012683345

Extension:

FOR INFORMATION CONTACT THE BUYER

James W Atkins
(304) 558-0094
james.w.atkins@wv.gov

Vendor
Signature X

FEIN# 205083168

DATE 08/04/2025

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 West Virginia Department of Agriculture to establish a contract for the following: Sealing approximately 110,000sqft asphalt parking lot located at 4496 Cedar Lakes Rd Ripley WV 25271.
per the attached documentation.

INVOICE TO

AGRICULTURE
DEPARTMENT OF
ADMINISTRATIVE SERVICES

1900 KANAWHA BLVD E
CHARLESTON WV
US

SHIP TO

AGRICULTURE
DEPARTMENT OF
FOOD DISTRIBUTION
PROGRAM
4496 CEDAR LAKES RD
RIPLEY WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Sealing of 110,000 sq ft Parking Lot	1	1	\$49,500.00	\$49,500.00

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

72153702

Extended Description:

See attached documentation for further details.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Mandatory Pre-Bid at 9:00am EST	2025-07-22
2	Questions due by 2:00pm EST	2025-07-28

REQUEST FOR QUOTATION
Sealing Asphalt Parking Lot

EXHIBIT A – Pricing Page

ALL LABOR, MATERIALS, EQUIPMENT, AND SUPPLIES NECESSARY FOR SEALING ASPHALT PARKING LOT

LOCATED AT:

FOOD DISTRIBUTION WAREHOUSE 4496 CEDAR LAKES DRIVE
RIPLEY, WV 25271 (JACKSON COUNTY)

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.

Name of Bidder: J & R Landscaping and Tree Experts INC

Bidders Address: 375 Timber Ridge Lane
Street

Keyser WV 26726
City State Zip

Telephone: 3048137308 / 3012683345

Fax Number: 3047885832

Email: jandrexcavating6260@yahoo.com

Contractor's License No.: WV031662

CONTRACT GRAND TOTAL: Sealing Asphalt Parking Lot

For the Sum of: Forty nine thousand five hundred dollars
(Show amount in words)

(\$ 49,500.00) (Show amount in numbers)

*** (Contract bid to be written in words and numbers.)

 08/04/2025
Signature Date

Printed Name: Jimmy E Lucas JR

Title: President

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

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

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) 3012683345 / 3047885832

(email address) Jandrexcavating6260@yahoo.com

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.

J & R Landscaping and Tree Experts INC

(Company) _____

(Signature of Authorized Representative) _____
Jimmy Lucas JR- president 08/04/2025

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

3012683345 / 3047885832
(Phone Number) (Fax Number)

Jandrexcavating6260@yahoo.com
(Email Address)

REQUEST FOR QUOTATION
Sealing Asphalt Parking Lot

- 11.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
- 11.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
- 11.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 11.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 11.5. Vendor shall inform all staff of Agency's security protocol and procedures.

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: 3012683345

Fax Number: 3047885823

Email Address: Jandrexcavating6260@yahoo.com

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ AGR26*04

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
Company INC

[Signature]
Authorized Signature

08/04/2025
Date

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

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, J & R Landscaping and Tree Experts, Inc.
of 375 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 Obligee, in the penal sum of Five Percent of the Total 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
Sealing of 110,000 sq ft Asphalt Parking Lot, 4496 Cedar Lakes Road

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 Obligee 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 5th day of August, 20 25

Principal Seal

Surety Seal



J & R Landscaping and Tree Experts, Inc.

(Name of Principal)

By

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

President

(Title)

NGM Insurance Company

(Name of Surety)

John D. Weisbrot, 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, 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

5th day of August, 2025.

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 on March 4th, 2025, that the following officers were elected and remain in office:

JANET S. EMBRAY.....	PRESIDENT
TROY P. VAN BEEK.....	TREASURER
LAUREN K. POWELL.....	SECRETARY
THERESA E. BREUNIG-SILBERNAGEL.....	VICE PRESIDENT
JOSEPH FREITAS.....	ASSISTANT TREASURER
KARI E. GRASEE.....	ASSISTANT TREASURER
THERESA K. SZTUCKO.....	ASSISTANT TREASURER
PETER H. SCHRADER.....	ASSISTANT TREASURER
CODY C. FAUST.....	ASSISTANT TREASURER

I further certify that the following statement of the Company is true as taken from the records of said Company as of December 31, 2024.

ADMITTED ASSETS

Bonds at Amortized Values.....	\$ 101,894,171
Stocks at Market Value	\$135,474,580
First Mortgage Loans	0
Real Estate.....	\$2,603,500
Cash in Office and Banks.....	(6,725,952)
Short Term Investments.....	\$1,530,725
Agent's Balance (Less than 90 Days)	\$199,626,574
Accrued Interest.....	\$726,541
Other Assets	\$272,128,778
TOTAL ADMITTED ASSETS	\$707,258,917

LIABILITIES

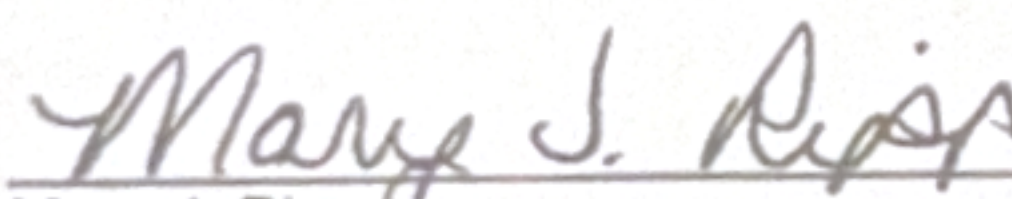
Reserve for Losses	0
Reserve for Loss Adjustment Expenses	0
Reserve for Unearned Premiums.....	0
Reserve for Other Underwriting Expenses.....	\$42,826,540
Reserve for Taxes, Licenses, and Fees.....	\$3,334,005
Loss Drafts in Transit.....	0
Other Liabilities	\$41,080,147
Total Liabilities	\$26,164,025
Policyholders' Surplus.....	\$620,018,225
TOTAL	\$707,258,917

Securities as deposited by law, included above = \$5,728,598

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 26th day of March 2025


Mary J. Ripp
Commission Expires February 8, 2027



IN WITNESS THEREOF I hereunto subscribe
my name and affix the seal of said company
this 26th day of March 2025


Lauren K. Powell
Secretary





CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: WV031662

CLASSIFICATION:

EXCAVATION
SPECIALTY
LANDSCAPING
ASPHALT
DEMOLITION

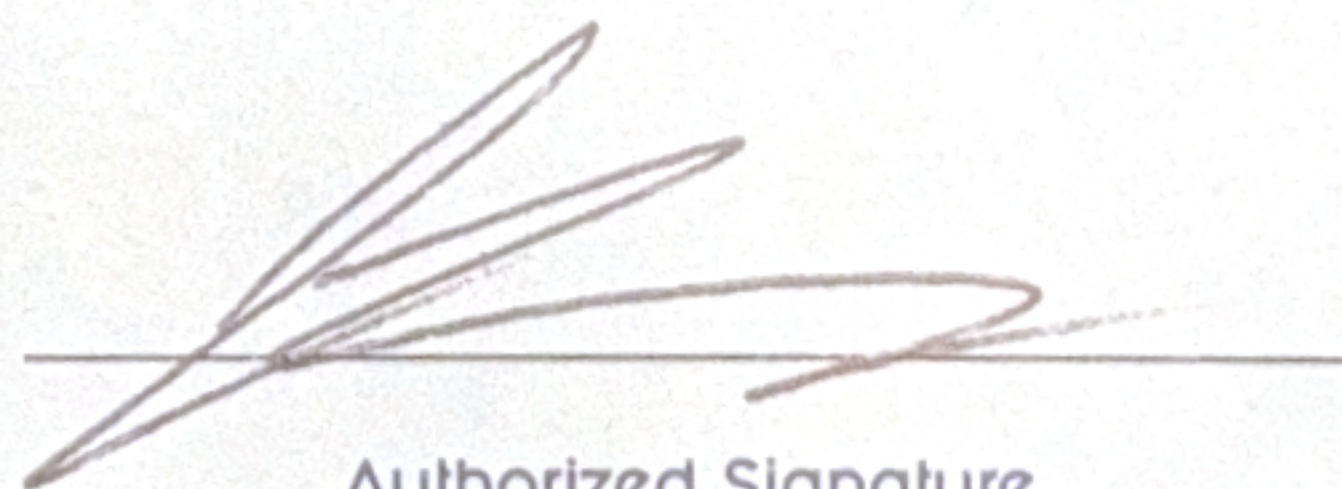
J & R LANDSCAPING & TREE EXPERTS INC
375 TIMBER RIDGE LANE
KEYSER, WV 26726

DATE ISSUED

EXPIRATION DATE

JANUARY 13, 2025

JANUARY 13, 2026



Authorized Signature



Chair, West Virginia Contractor
Licensing Board



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.

WEST VIRGINIA
STATE TAX DEPARTMENT
**BUSINESS REGISTRATION
CERTIFICATE**

ISSUED TO:
J & R LANDSCAPING & TREE EXPERTS INC
375 TIMBER RIDGE LN
KEYSER, WV 26726-9625

BUSINESS REGISTRATION ACCOUNT NUMBER: 1011-4779

This certificate is issued on: 10/31/2018

*This certificate is issued by
the West Virginia State Tax Commissioner
in accordance with Chapter 11, Article 12, of the West Virginia Code.*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.
This certificate shall be permanent until cessation of the business for which the certificate of registration
was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new
certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of
this certificate displayed at every job site within West Virginia.



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: _____
Title: President
Company Name: J & R Landscaping and Tree Experts INC
Date: 08/04/2025

STATE OF WEST VIRGINIA,

COUNTY OF Mineral, TO-WIT:

Taken, subscribed and sworn to before me this 04 day of August, 2025.

By Commission expires Nov 17, 2025

(Seal)



Shauna R. Cook
(Notary Public)

State of West Virginia
Purchasing Division

CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

In accordance with *West Virginia Code* § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. That report must include each of the items identified below in the Required Report Content section.

Instructions: Vendor should complete this coversheet, attach it to the required report, and submit it to the appropriate location as follows: For contracts more than \$25,000, the report should be mailed to the West Virginia Purchasing Division at 2019 Washington Street East, Charleston, WV 25305. For contracts of \$25,000 or less, the vendor should mail the report to the public authority issuing the contract.

Contract Identification:Contract Number: CRFQ 1400 AGR26000000004Contract Purpose: Sealing Asphalt Parking LotAgency Requesting Work: Food Distribution Warehouse

Required Report Content: The attached report must include each of the items listed below. The vendor should check each box as an indication that the required information has been included in the attached report.

- ☐ Information indicating the education and training service to the requirements of *West Virginia Code* § 21-1D-5 was provided;
- ☐ Name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- ☐ Average number of employees in connection with the construction on the public improvement;
- ☐ Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor Contact Information:Vendor Name: Jimmy E Lucas JRVendor Telephone: 3012683345Vendor Address: 375 Timber Ridge LaneVendor Fax: 304785832Keyser WV 26726Vendor E-Mail: Jandrexcavating6260@yahoo.com



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 F

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:

- 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

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:

141 Boy 1125
Kygo, WV 26126

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

Leon 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\subabase\agree
Effective 03/10/04
Revised 07/20/09

CERTIFICATE OF INSURANCE

-THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY-
CERTIFICATE HOLDER COPY

NAME AND NUMBER OF AGENCY CHANEY - BUSKIRK AGENCY INC 77 FRANKFORT HWY WILEY FORD, WV 26767-0000	EE4024 304-738-9419	DATE ISSUED 10/02/2024 NAME AND ADDRESS OF CERTIFICATE HOLDER STATE OF WV DEPARTMENT OF ADMIN PURCHASING DIVISION 2019 WASHINGTON ST E B15 CHARLESTON WV 25305-
NAME AND ADDRESS OF NAMED INSURED J & R LANDSCAPING & TREE EXPERTS INC 375 TIMBER RIDGE LN KEYSER WV 26726-9625		

This is to certify that policies, as indicated by Policy Number below, are in force for the Named Insured at the time that the certificate is being issued.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS OF INSURANCE			
GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY OCCURRENCE FORM GEN'L AGGREGATE LIMIT APPLIES PER: PROJECT	Q355500014	11/05/2024	11/05/2025	EACH OCCURRENCE	\$1000000		
				FIRE DAMAGE (Any one premises)	\$1000000		
				MED EXP (Any one person)	\$5000		
				PERSONAL & ADV INJURY	\$1000000		
				GENERAL AGGREGATE	\$2000000		
				PRODUCTS-COMP/OP AGG	\$2000000		
AUTOMOBILE LIABILITY OWNED	Q095730068	09/07/2024	09/07/2025	BODILY INJURY (EACH PERSON) BODILY INJURY (EACH ACCIDENT)	\$ \$		
				PROPERTY DAMAGE	\$		
				BODILY INJURY AND PROPERTY DAMAGE COMBINED	\$1000000		
EXCESS LIABILITY OCCURRENCE FORM	Q355570012	11/05/2024	11/05/2025	EACH OCCURRENCE	5000000		
				AGGREGATE	5000000		
				STATUTORY			
				BODILY INJURY BY	ACCIDENT DISEASE DISEASE	\$ \$ \$	EACH ACCIDENT POLICY LIMIT EACH EMPLOYEE
OTHER							

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

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.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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).

THIS CERTIFICATE IS ISSUED FOR INFORMATION PURPOSES ONLY AND CONFERS NO RIGHTS ON THE CERTIFICATE HOLDER. IT DOES NOT AFFIRMATIVELY OR NEGATIVELY LIST, AMEND, EXTEND, OR OTHERWISE ALTER THE TERMS, EXCLUSIONS AND CONDITIONS OF INSURANCE COVERAGE CONTAINED IN THE POLICY(IES) INDICATED ABOVE. THE TERMS AND CONDITIONS OF THE POLICY(IES) GOVERN THE INSURANCE COVERAGE AS APPLIED TO ANY GIVEN SITUATION. LIMITS SHOWN MAY HAVE BEEN REDUCED BY CLAIMS PAID. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER AND CERTIFICATE HOLDER.

ERIE INSURANCE GROUP

SEE REVERSE SIDE

AUTHORIZED
REPRESENTATIVE

Marc Cipriani