

T&M SERVICES
90 Hart Road Kenna, WV 25248
Phone: 304-542-9228

Fax

TO: Purchasing Division
Attention: Linda Harper

FROM: Teddy Moffatt

FAX:
304-558-3970

PAGES: 14
DATE: 4-16-2018

RE: Sealed Bid – Open End Contract for Capitol Complex Lawn Care

COMMENTS: Please see attached.

Sealed Bid : Open End Contract for Capitol Complex Lawn Care

Buyer: Linda Harper

Solicitation No: CRFQ 0211 GSD1800000018

Bid Opening Date : April 16,2018

Bid Opening Time : 1:30 pm

Fax Number: 304-558-3970

Thank you.

RECEIVED
2018 APR 16 AM 9:02
WV PURCHASING
DIVISION

West Virginia Ethics Commission Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 8D-1-2)

TANDEM SERVICES LLC.

Contracting Business Entity: Sole Proprietorship Address: 901 HART RD Kennersville WV 25248

Authorized Agent: Teddy Moffatt Address: SAME AS ABOVE

Contract Number: CRWF-0211GSD1500000018 Contract Description: Capital Complex Lawncare

Governmental agency awarding contract: Department of Administration Purchasing Division

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

(Jamie Evans) - Evans Lawncare
Transgreen, RPM Lawncare

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: Teddy Moffatt Date Signed: 4-13-18

Notary Verification

State of WV, County of Jackson:

I, Teddy Moffatt of TANDEM SERVICES LLC the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 13th day of April, 2018

Krista Patton
Notary Public's Signature

To be completed by State Agency:
Date Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: _____



STATE OF WEST VIRGINIA Purchasing Division PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL OTHER CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Teddy Moffatt - LANDM SERVICE LLC.

Authorized Signature: [Signature] Date: 4-13-18

State of West Virginia

County of Jackson, to-wit:

Taken, subscribed, and sworn to before me this 13th day of April, 2018.

My Commission expires June 9, 2020

[Signature]
NOTARY PUBLIC

Purchasing Affidavit (Revised 07/07/2017)



WV-10
Approved / Revised
08/01/15

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with *West Virginia Code, §5A-3-37*. (Does not apply to construction contracts). *West Virginia Code, §5A-3-37*, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

- 1. Application is made for 2.5% vendor preference for the reason checked:
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
- 2. Application is made for 2.5% vendor preference for the reason checked:
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 3. Application is made for 2.5% vendor preference for the reason checked:
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 4. Application is made for 5% vendor preference for the reason checked:
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
- 5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
- 6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
- 7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code §5A-3-50* and *West Virginia Code of State Rules*.
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code, §61-5-3*), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Teddy Moffatt (T&M SERVICES LLC) Signed: Teddy Moffatt
Date: 4-19-18 Title: Owner

Contractor Acknowledgement:

I, the undersigned, have read, reviewed and acknowledge my understanding of the General Services Division safety requirements, as set forth in this handbook. I am also aware that all applicable rules and regulations are to be followed, regardless of whether they are specifically mentioned in this handbook.

Contractor Representative (Print Name): Teddy Moffatt

Contractor Representative Signature: Teddy Moffatt Date: 4-13-18

This signed acknowledgement must be signed and returned to the GSD Safety Section prior to start of project work.

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.

Teddy Moffatt Owner
 (Name, Title)
Teddy Moffatt Owner
 (Printed Name and Title)
90 HART Rd. Kenna WV 25248
 (Address)
(304) 542-9228
 (Phone Number) / (Fax Number)
tandm-services@yahoo.com
 (email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation 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 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 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.

TANDMSERVICES LLC.
 (Company)

Teddy Moffatt Owner
 (Authorized Signature) (Representative Name, Title)

Teddy Moffatt Owner
 (Printed Name and Title of Authorized Representative)

4-13-18
 (Date)

1-304-542-9228
 (Phone Number) (Fax Number)

REQUEST FOR QUOTATION
Capitol Complex Lawncare Service Contract

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Teddy Moffatt
Telephone Number: 304/542 9228
Fax Number: _____
Email Address: tandm_services@yahoo.com

**ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:**

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)

- Addendum No. 1
- Addendum No. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5

- Addendum No. 6
- Addendum No. 7
- Addendum No. 8
- Addendum No. 9
- 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 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.

TANOM SERVICES LLC.
Company

[Handwritten Signature]
Authorized Signature

4-13-18
Date

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



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

State of West Virginia
Request for Quotation
33 - Service - Misc

Proc Folder: 437068

Doc Description: Open End Contract for Capitol Complex Lawn Care

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-04-02	2018-04-16 13:30:00	CRFQ 0211 GSD1800000018	1

BID RECEIVING LOCATION:

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

VENDOR:

Vendor Name, Address and Telephone Number:

TANOM SERVICES LLC.

Teddy Moffatt
90 HART Rd.
Kenna WV 25248

FOR INFORMATION CONTACT THE BUYER

Linda B Harper
(304) 558-0468
linda.b.harper@wv.gov

Signature X

FEIN #

81-1964907

DATE

4-13-18

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

ADDITIONAL INFORMATION

The West Virginia Purchasing Division for the Agency, The West Virginia Department of Administration, General Services Division is soliciting bids from qualified vendors to establish an "Open-End" contract for lawn and landscaping services per the Specifications, Terms & Conditions and bid requirements as attached.

INVOICE TO:	SHIP TO:
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV25305 US	STATE OF WEST VIRGINIA SEE SPECIFICATIONS FOR DELIVERY REQUIREMENTS No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	MOWING, TRIMMING AND EDGING GRASS	32.00000	EA	4125 ⁰⁰	132000 ⁰⁰

Comm Code	Manufacturer	Specification	Model #
70111706			

Extended Description :

4.1.1
MOWING, TRIMMING AND EDGING GRASS

INVOICE TO:	SHIP TO:
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV25305 US	STATE OF WEST VIRGINIA SEE SPECIFICATIONS FOR DELIVERY REQUIREMENTS No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	LEAF BLOWING AND DISPOSAL	15.00000	EA	800 ⁰⁰	12000 ⁰⁰

Comm Code	Manufacturer	Specification	Model #
70111706			

Extended Description :

4.1.2
BLOWING AND DISPOSING OF LEAVES

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV25305 US		STATE OF WEST VIRGINIA SEE SPECIFICATIONS FOR DELIVERY REQUIREMENTS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	TRIMMING OF SHRUBS AND TREES	2.00000	EA	1500 ⁰⁰	3000 ⁰⁰

Comm Code	Manufacturer	Specification	Model #
70111706			

Extended Description :
4.1.3
TRIMMING OF SHRUBS AND TREES

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV25305 US		STATE OF WEST VIRGINIA SEE SPECIFICATIONS FOR DELIVERY REQUIREMENTS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	OVERSEEDING	1.00000	EA	9000 ⁰⁰	9000 ⁰⁰

Comm Code	Manufacturer	Specification	Model #
70111706			

Extended Description :
4.1.4
OVERSEEDING

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV25305 US		STATE OF WEST VIRGINIA SEE SPECIFICATIONS FOR DELIVERY REQUIREMENTS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	EDGING SHRUB AND TREE BEDS	2.00000	EA	250 ⁰⁰	500 ⁰⁰

Comm Code	Manufacturer	Specification	Model #
70111706			

Extended Description :
4.1.5
EDGING SHRUB AND TREE BEDS

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV25305 US	STATE OF WEST VIRGINIA SEE SPECIFICATIONS FOR DELIVERY REQUIREMENTS No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	WEEDING SHRUB AND TREE BEDS	15.00000	EA	300 ⁰⁰	4500 ⁰⁰

Comm Code	Manufacturer	Specification	Model #
70111706			

Extended Description :
4.1.6
WEEDING SHRUB AND TREE BEDS

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV25305 US	STATE OF WEST VIRGINIA SEE SPECIFICATIONS FOR DELIVERY REQUIREMENTS No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	LAWN FERTILIZING	4.00000	EA	3200 ⁰⁰	12800 ⁰⁰

Comm Code	Manufacturer	Specification	Model #
70111706			

Extended Description :
4.1.7
LAWN FERTILIZING CONTACT

INVOICE TO:		SHIP TO:	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV25305 US		STATE OF WEST VIRGINIA SEE SPECIFICATIONS FOR DELIVERY REQUIREMENTS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	MULCHING	2.00000	EA	4000 ⁰⁰	8000 ⁰⁰

Comm Code	Manufacturer	Specification	Model #
70111706			

Extended Description :
 4.1.8
 MULCHING- CONTACT

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Question Deadline 10:00 AM	2018-04-09

EXHIBIT A: LAWN AND LANDSCAPING SERVICES BID FORM

Capitol Complex Lawncare Pricing Page

1800 Kanawha Blvd E

Charleston WV 25305

Specification Section	Item Description	Unit Price	QTY*	Extended Price Per Item
4.1.1	MOWING, TRIMMING AND EDGING GRASS	4125 ⁰⁰	32	4125 ⁰⁰
4.1.2	LEAF BLOWING AND DISPOSAL	800 ⁰⁰	15	800 ⁰⁰
4.1.3	TRIMMING OF SHRUBS AND TREES	1500 ⁰⁰	2	1500 ⁰⁰
4.1.4	OVERSEEDING	9000 ⁰⁰	1	9000 ⁰⁰
4.1.5	EDGING SHRUB AND TREE BEDS	250 ⁰⁰	2	500 ⁰⁰
4.1.6	WEEDING SHRUB AND TREE BEDS	300 ⁰⁰	15	300 ⁰⁰
4.1.7	LAWN FERTILIZING	3200 ⁰⁰	4	3200 ⁰⁰
4.1.8	MULCHING	4000 ⁰⁰	2	4000 ⁰⁰
Total Bid Amount				181800⁰⁰

132000⁰⁰
12000⁰⁰
3000⁰⁰
9000⁰⁰
500⁰⁰
4500⁰⁰
12800⁰⁰
8000⁰⁰

*Note: Quantities listed herein are for bid evaluation purposes; no guarantee of any actual order quantities should be implied.