



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

State of West Virginia
 Request for Quotation
 27 - Miscellaneous

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2019 DEC 26 AM 9:45

Proc Folder: 650342

Doc Description: Accounting Technician II Temporary Staffing Solicitation

Proc Type: Central Master Agreement

WV PURCHASING
 DIVISION

Date Issued	Solicitation Closes	Solicitation No	Version
2019-12-11	2020-01-02 13:30:00	CRFQ 0506 HHR2000000003	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:

Express Services, Inc.
 47 RHL BLVD
 South Charleston WV 25309

FOR INFORMATION CONTACT THE BUYER

April E Battle
 (304) 558-0067
 april.e.battle@wv.gov

Signature X  FEIN #  DATE 12/19/19

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 Department of Health and Human Resources, Finance (DHHR), to establish a contract for Accounting Technician II temporary employees.

INVOICE TO		SHIP TO	
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES FINANCE ONE DAVIS SQUARE, STE 300 CHARLESTON WV25301 US		BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES ADMINISTRATION AND FINANCE ONE DAVIS SQUARE, RM 300 CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Accounting Technician II	6240.00000	hour		

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :
Accounting Technician II

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Questions Due	2019-12-17

HHR2000000003	Document Phase Final	Document Description Accounting Technician II Temporary Staffing Solicitation	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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 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: Express Services Inc

Authorized Signature: [Signature] Date: 12/17/19

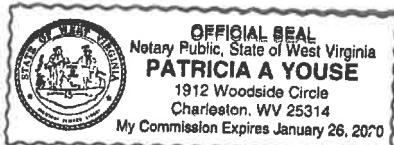
State of WV

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 17 day of Dec, 2019.

My Commission expires Jan. 26, 2020.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

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.

Shelly Carroll Senior Employment Specialist
(Name, Title)
Shelly Carroll Senior Employment Specialist
(Printed Name and Title)
47 R+L BLVD South Charleston WV 25309
(Address)
304 746 8888 304 746 1112
(Phone Number) / (Fax Number)
Shelly.Carroll@expresspros.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.

Express Services One
(Company)


(Authorized Signature) (Representative Name, Title)

Thomas Wirts Owner/General Manager
(Printed Name and Title of Authorized Representative)

December 19 2019
(Date)

304-746-8888 304 746 1112
(Phone Number) (Fax Number)

11.1 Contract Manager: During is 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: Shelly Carroll
Telephone Number: 304-746-8888
Fax Number: 304-746-1112
Email Address: Shelly.Carroll@expresspros.com

Exhibit A

Cost Sheet for Accounting Technician II

Contract Item	Description	Number of Employees	Estimated Hours per Employee	Price per Hour	Extended Price
Section 4	Temporary Services – Accounting Technician II	3	2,080	\$ 21	\$ 131040 131040
Estimated Total					\$ 131040

- Estimated Hours per Employee are for estimation purposes only for the cost proposal.
- To calculate the Extended Price Vendor will multiply Number of Employees by Estimated Hours Per Employee by Price per Hour. Vendor should carry this amount down to the Estimated Total.
- The per hour rate is an all-inclusive of withholding, overhead rates, and any other associated costs necessary to provide the services required in this solicitation.

EXHIBIT B

Temporary Worker Request Form

West Virginia State Agency:	Department of Health & Human Resources
Contact:	
Telephone Number:	
Classification:	Accounting Technician II

Agency Requirements for Temporary Worker(s)
Restrictions/Prohibitions for Temporary Worker(s) <i>no driving company vehicles</i>

Form must be signed by both the temporary worker and representative of the temporary agency indicating acceptance of all requirements and restrictions for this temporary worker position.

Sherry Cannon
Temporary Agency Representative

12/19/19
Date

Temporary Worker

Date