

Mar. 10. 2020 4:16PM

Mar 10 2020 04:24pm  
No. 0244 P. 1

P001

**To: Sealed Bid**

**Buyer: Jessica Chambers**

**Solicitation No.: CRFQ AGR2000000016.**

**Bid Opening Date: 03/19/2020**

**Bid Opening Time: 1:30 PM (EST)**

**FAX Number: (304) 558-3970**

**From: Kevin Britton**

**Southern States**

**Buckhannon Coop/ Weston Br**

**22 Oak St**

**Weston WV 26452**

**(304) 269-4300**


**weston@sscoop.com**

**RE: Please accept our bid submission**

**Call or e-mail with any questions or concerns**

10 pages total

RECEIVED  
2020 MAR 10 PM 3:25  
WV PURCHASING  
DIVISION

	<b>Purchasing Division</b> 2019 Washington Street East Post Office Box 60130 Charleston, WV 25306-0130	<b>State of West Virginia</b> <b>Request for Quotation</b> <b>01 - Agricultural</b>

<b>Proc Folder: 696704</b> <b>Doc Description: Fertilizer</b> <b>Proc Type: Central Master Agreement</b>			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2020-03-05	2020-03-19 13:30:00	CRFQ 1400 AGR2000000016	1

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

VENDOR	
<b>Vendor Name, Address and Telephone Number:</b> Southern States Buckhannon Coop/Weston Br 22 Oak St Weston WV 26452 (304) 269-4300	

<b>FOR INFORMATION CONTACT THE BUYER</b> Jessica S Chambers (304) 668-0246 jessica.s.chambers@wv.gov
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Signature X <i>Jessica S Chambers</i>	FEIN # 54-0387139	DATE 3-10-2020
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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 West Virginia Department of Agriculture, Huttonsville and Pruntytown Farms, to establish an open-end contract for bagged fertilizer per the terms and conditions and specifications as attached.

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV25305-0173 US	AUTHORIZED RECEIVER 304-335-6070 AGRICULTURE DEPARTMENT OF LAND SECTION - HUTTONSVILLE FARM RT 250 SOUTH HUTTONSVILLE WV 26273 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Fertilizer per the attached Exhibit A Pricing Page.	1.00000	LS		\$ 94,800 <sup>-</sup>

Comm Code	Manufacturer	Specification	Model #
10170000			

**Extended Description :**

Fertilizer per the attached Exhibit A Pricing Page.

Please note: Vendor must provide Exhibit A Pricing Page with their submitted bid response. Failure to do so will result in disqualification of your bid.

Quantities listed on the Exhibit A Pricing Page are estimates only. Actual quantities may differ.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Technical Question Deadline	2020-03-13

are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: March 13, 2020 at 9:00 AM (EST)

Submit Questions to: Jessica Chambers  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
Email: Jessica.S.Chambers@wv.gov

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

**SEALED BID:**  
BUYER: Jessica Chambers  
SOLICITATION NO.: CRFQ AGR2000000016  
BID OPENING DATE: 03/19/2020  
BID OPENING TIME: 1:30 PM (EST)  
FAX NUMBER: (304)558-3970

**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.

Kevin N Britton BR Mgr

(Name, Title)

KEVIN N BRITTON BR MANAGER

(Printed Name and Title)

22 Oak St WESTON WV 26452

(Address)

(304) 269-4300 304-269-4024

(Phone Number) / (Fax Number)

weston@sscoop.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.

Southern States Buckhannon Coop / Weston Branch

(Company)

Kevin N Britton BR MGR

(Authorized Signature) (Representative Name, Title)

KEVIN N BRITTON BR MANAGER

(Printed Name and Title of Authorized Representative)

3-10-2020

(Date)

(304) 269-4300 304-269-4024

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION  
Fertilizers

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7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

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

7.2.3 Any other remedies available in law or equity.

8. MISCELLANEOUS:


8.1 No Substitutions: Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

8.2 Vendor Supply: Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

8.3 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

8.4 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: KEVIN N BRITTON  
Telephone Number: (304) 269-4300  
Fax Number: (304) 269-4024  
Email Address: weston@SSCOOP.COM

PRICING PAGE					
Item No.	Description	Estimated Quantity	Unit Price	Extended Amount	
3.1.1	19-19-19 bagged fertilizer bid per ton for min. 50 lb. bags to be delivered to Huttonsville State Farm	20 tons	415 <sup>-</sup>	8300 <sup>-</sup>	
3.1.2	19-19-19 bagged fertilizer bid per ton for min. 1-ton bulk bags to be delivered to Huttonsville State Farm	20 tons	415 <sup>-</sup>	8300 <sup>-</sup>	
3.1.3	46-0-0 bagged Urea bid per ton for min. 1-ton bags to be delivered to Huttonsville State Farm	40 tons	383 <sup>-</sup>	15,320 <sup>-</sup>	
3.1.4	0-0-60 bagged Potash bid per ton for min. 1-ton bags to be delivered to Huttonsville State Farm	25 tons	383 <sup>-</sup>	9575 <sup>-</sup>	
3.1.5	18-46-0 bagged DaP bid per ton for min. 1-ton bags to be delivered to Huttonsville State Farm	25 tons	433 <sup>-</sup>	10,825 <sup>-</sup>	
3.1.6	28-13-13 bagged Fertilizer per ton for min. 1-ton bags to be delivered to Huttonsville State Farm	40 tons	420 <sup>-</sup>	16,800 <sup>-</sup>	
3.1.7	24-15-18 bagged Fertilizer per ton for min. 1-ton bags to be delivered to Huttonsville State Farm	20 tons	444 <sup>-</sup>	8,880 <sup>-</sup>	
3.1.8	33-0-16 bagged Fertilizer per ton for min. 1-ton bags to be delivered to Huttonsville State Farm	20 tons	411 <sup>-</sup>	8,220 <sup>-</sup>	
3.1.9	35-18-0 bagged Fertilizer per ton for min. 1-ton bags to be delivered to Huttonsville State Farm	20 tons	429 <sup>-</sup>	8,580 <sup>-</sup>	
Quantities are estimates and for bid evaluation purposes only.					
Note: All items are to be F.O.B. Destination. Freight or delivery charges must be included in the bid unit cost.					
Delivered to the following location: West Virginia Department of Agriculture - Huttonsville State Farm - 271 Prison Farm Circle - Huttonsville, WV 26273					
				Total	\$94,800 <sup>-</sup>
Vendor	Southern States Buckhannon Coop/Weston Br				
Name/Rep:	KEVIN N BRITTON				
Address:	22 Oak St Weston WV 26452				
Phone:	(304) 269-4300				
Email Address:	weston@ssloop.com				
Signature:					

Vendor should not alter pricing page and should fill out pricing page as it. The addition of alterations to the pricing page and/or addition of commodities other than those listed on the pricing page online or as an attachment will result in disqualification of bid submittal.



# CERTIFICATE OF LIABILITY INSURANCE

2/14/2020

THIS CERTIFICATE IS TO BE USED AS A SUMMARY OF THE INFORMATION CONTAINED HEREIN AND DOES NOT REPRESENT THE POLICY OR POLICIES. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES. IT IS THE OBLIGATION OF THE INSURED TO OBTAIN AND READ THE POLICY OR POLICIES TO DETERMINE THE SCOPE, LIMITS, EXCLUSIONS, CONDITIONS AND COVERAGES. THIS CERTIFICATE IS NOT A CONTRACT. IT IS THE OBLIGATION OF THE INSURED TO OBTAIN AND READ THE POLICY OR POLICIES TO DETERMINE THE SCOPE, LIMITS, EXCLUSIONS, CONDITIONS AND COVERAGES. THIS CERTIFICATE IS NOT A CONTRACT. IT IS THE OBLIGATION OF THE INSURED TO OBTAIN AND READ THE POLICY OR POLICIES TO DETERMINE THE SCOPE, LIMITS, EXCLUSIONS, CONDITIONS AND COVERAGES.

**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).

<b>PRODUCER</b> SSC Insurance Agency, LLC 6606 West Broad Street Richmond, VA 23230	<b>CONTACT NAME:</b> PHONE (A/C No. Ext): (804) 281-1395		<b>FAX (A/C No.):</b> (804) 287-1088
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Southern States Cooperative, Incorporated 6606 West Broad Street Richmond, VA 23230	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Nationwide Agribusiness Ins Co.		28223
	<b>INSURER B:</b> Southern States Insurance Exchange		15709
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		

**COVERAGES**      **CERTIFICATE NUMBER:** 843324      **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. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		CGL999999919	5/1/2019	5/1/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP853594C	5/1/2019	5/1/2020	
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> PIP			CA853594A	5/1/2019	5/1/2020	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/NUMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCC137786A	6/1/2019	5/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Auto Physical Damage			CAP999699919	5/1/2019	5/1/2020	\$1,000 Comp/Col Deductible Included States AL/DE/GA/KY/MD/MS/NC/PA/SC/TN/VA/WV

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

<b>CERTIFICATE HOLDER</b> West Virginia Department of Agriculture 1900 Kanawha Blvd E Charleston, WV 25305	<b>GANGLIATION</b> 18-20 RI AL PDWC-137786A      030324
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 	





AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_

843324

**ADDITIONAL REMARKS SCHEDULE**

Page 2 of 2

AGENCY SSC Insurance Agency, LLC		NAMED INSURED Southern States Cooperative, Incorporated 6608 West Broad Street Richmond, VA 23230	
POLICY NUMBER CGL999999919		EFFECTIVE DATE: 2/14/2020	
CARRIER Nationwide Agribusiness Ins Co.	NAIC CODE 28223		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: Acord 25 FORM TITLE: Certificate of Liability Insurance

General Liability Policy No. CGL999999919 Included States - AL/DE/GA/KY/MD/MS/NC/PA/SC/TN/VA/WV;  
 General Liability Policy No. CPP853594C Included States - All Other.  
 Auto Policy No. CA853594A \$1,000,000 SIR Included States - AL/DE/GA/KY/MD/MS/NC/PA/SC/TN/VA/WV.  
 Auto Policy No. CA853594C - All Other States.  
 Re: Southern States Buckhannon Coop., Inc. - Weston Branch, 22 Oak Street, Weston, WV 26452. West Virginia Department of Agriculture is included as an Additional Insured in accordance with the policy provisions of the General Liability policy.

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: SOUTHERN STATES BUCKHANNON COOP / WESTON BR.

Authorized Signature: [Signature] Date: 2-12-2020

State of West Virginia

County of Lewis, to-wit:

Taken, subscribed, and sworn to before me this 12 day of February, 2020

My Commission expires Jan. 28<sup>th</sup>, 2025

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]