



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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

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List View

- General Information**
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1296960	SO Doc Code: CRFQ
Procurement Type: Central Purchase Order	SO Dept: 0403
Vendor ID: <input type="text" value="VC0000036093"/> <input type="button" value="Up Arrow"/>	SO Doc ID: DBS2400000001
Legal Name: S & K ENTERPRISES LLC	Published Date: 10/17/23
Alias/DBA:	Close Date: 10/24/23
Total Bid: \$24,500.00	Close Time: 13:30
Response Date: <input type="text" value="10/23/2023"/> <input type="button" value="Calendar"/>	Status: Closed
Response Time: <input type="text" value="16:18"/>	Solicitation Description: <input type="text" value="WVSDB Tree Removal"/>
Responded By User ID: <input type="text" value="SandKEnt"/> <input type="button" value="Up Arrow"/>	Total of Header Attachments: 2
First Name: <input type="text" value="Kyle"/>	Total of All Attachments: 2
Last Name: <input type="text" value="Friend"/>	
Email: <input type="text" value="sandkenterprises@frontierne"/>	
Phone: <input type="text" value="3046763486"/>	



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:** 1296960  
**Solicitation Description:** WVSDB Tree Removal  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2023-10-24 13:30	SR 0403 ESR10232300000001956	1

**VENDOR**  
 VC0000036093  
 S & K ENTERPRISES LLC

**Solicitation Number:** CRFQ 0403 DBS2400000001  
**Total Bid:** 24500      **Response Date:** 2023-10-23      **Response Time:** 16:18:53  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@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	WVSDB Tree Removal				24500.00

Comm Code	Manufacturer	Specification	Model #
70111503			

**Commodity Line Comments:**

**Extended Description:**

WVSDB Tree Removal: The Bidder, being familiar with and understanding the bidding documents and also having examined the site and being familiar with all location conditions affecting the project, hereby proposes to furnish all labor, material, equipment, supplies and transportation and to perform all work in accordance with the Bidding Documents within the time set forth as follows:



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: 1296960			Reason for Modification: Adendum #1 issued to publish pre-bid sign in sheet.
Doc Description: WVSDB Tree Removal			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-10-17	2023-10-24 13:30	CRFQ 0403 DBS2400000001	2

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Customer Code: VC0000036093  
 Vendor Name: S&K Enterprises, LLC  
 Address: 498 Old Middleway Rd  
 Street :  
 City: Kearneysville  
 State: WV Country: USA Zip: 25430  
 Principal Contact: Kyle Friend  
 Vendor Contact Phone: 304/676-3486 Extension:

**FOR INFORMATION CONTACT THE BUYER**

Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

Vendor  
 Signature X

FEIN# 13-4271837

DATE 10/19/23

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

**ADDITIONAL INFORMATION**

The West Virginia Department Purchasing Division on behalf of the West Virginia Schools for the Deaf and The Blind (WVSDB), located at 301 East Main Street, Romney, WV 26757, to establish a contract for tree trimming and removal services. The Vendor shall furnish all materials, labor, and equipment necessary to complete all Construction Services per the attached specifications and terms and conditions.

INVOICE TO		SHIP TO	
SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST		SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST	
ROMNEY	WV	ROMNEY	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	WVSDB Tree Removal				\$24,500-

Comm Code	Manufacturer	Specification	Model #
70111503			

**Extended Description:**

WVSDB Tree Removal: The Bidder, being familiar with and understanding the bidding documents and also having examined the site and being familiar with all location conditions affecting the project, hereby proposes to furnish all labor, material, equipment, supplies and transportation and to perform all work in accordance with the Bidding Documents within the time set forth as follows:

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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	Document Phase	Document Description	Page 3	
DBS2400000001	Final	WVSDDB Tree Removal		

**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) W Kyle Friend, Member

(Address) 498 Old Middleway Road

(Phone Number) / (Fax Number) 304/676-3486

(email address) sandkwv@gmail.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.

S&K Enterprises, LLC

(Company)

(Signature of Authorized Representative)

W Kyle Friend, Member 10/19/2023

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

304/676-3486

(Phone Number) (Fax Number)

sandkwv@gmail.com

(Email Address)



REQUEST FOR QUOTATION  
TREE TRIMMING & REMOVAL

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**11. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

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: W Kyle Friend

Telephone Number: 304/676-3486

Fax Number: \_\_\_\_\_

Email Address: sandkvw@gmail.com

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DBS24\*01**

**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 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.

S+K Enterprises LLC  
Company  
W. Kyle Smith  
Authorized Signature  
10/19/23  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012



**State of West Virginia**  
**DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT**  
**West Virginia Code §21-1D-5**

I, W Kyle Friend, after being first duly sworn, depose and state as follows:

- I am an employee of S&K Enterprises, LLC; and,  
(Company Name)
- I do hereby attest that S&K Enterprises, LLC  
(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: W Kyle Friend  
 Signature: *W. Kyle Friend*  
 Title: Member  
 Company Name: S&K Enterprises, LLC  
 Date: 10/19/2023

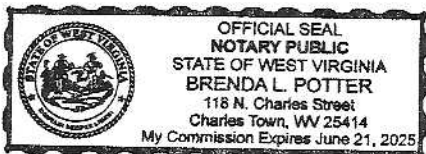
STATE OF WEST VIRGINIA,

COUNTY OF Jefferson, TO-WIT:

Taken, subscribed and sworn to before me this 19 day of October, 2023.

By Commission expires 6/21/2025

(Seal)



*Brenda L. Potter*  
 (Notary Public)

**BID BOND**

**Nationwide Mutual Insurance Company**

1100 Locust St., Dept 2006  
Des Moines, IA 50391-2006  
(866) 387-0457

**CONTRACTOR:**

S&K Enterprises, LLC  
498 Old Middleway Road  
Kearneysville, WV 25430

**SURETY:**

Nationwide Mutual Insurance Company  
1100 Locust Street, Department 2006  
Des Moines, IA 50391

**OWNER:**

The West Virginia Schools for the Deaf and Blind  
301 East Main Street  
Romney, WV 26757

**BOND AMOUNT:** 5% of amount bid

**PROJECT:**

Tree Removal at the WV School of the Deaf and Blind

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be a Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 11th day of October 2023

[Signature]  
(Witness)

S&K Enterprises, LLC  
(Principal) [Signature] (Seal)  
(Title) W. Koffe Friend Member

[Signature]  
(Witness)

Nationwide Mutual Insurance Company  
(Surety) [Signature] (Seal)  
(Title) Elizabeth Moore Attorney-in-Fact



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

Elizabeth Moore

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

\$100,000.00

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 20th day of August, 2021.

*[Handwritten signature of Antonio C. Albanese]*

Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company

ACKNOWLEDGMENT

STATE OF NEW YORK COUNTY OF NEW YORK: ss

On this 20th day of August, 2021, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.



Stephanie Rubino McArthur  
Notary Public, State of New York  
No. 02MC6270117  
Qualified in New York County  
Commission Expires October 19, 2024

*[Handwritten signature of Stephanie Rubino McArthur]*

Notary Public  
My Commission Expires  
October 19, 2024

CERTIFICATE

I, Laura B. Guy, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 11th day of October, 2023.

*[Handwritten signature of Laura B. Guy]*

Assistant Secretary



# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board

NUMBER: WV057054

CLASSIFICATION:

SPECIALTY

S & K ENTERPRISES LLC  
DBA S & K ENTERPRISES LLC  
498 OLD MIDDLEWAY RD  
KEARNEYSVILLE, WV 25430

DATE ISSUED

MARCH 05, 2023

EXPIRATION DATE

MARCH 05, 2024

Authorized Signature

Chair, 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:  
**S & K ENTERPRISES LLC  
498 OLD MIDDLEWAY RD  
KEARNEYSVILLE, WV 25430-5638**

**BUSINESS REGISTRATION ACCOUNT NUMBER: 1007-7501**

This certificate is issued on: **03/3/2016**

*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.

## ISA Credential Verification

Erin Us Lawns

Deborah E. Doyle Inwood, WV

ISA Certified Arborist

Cert ID: MA-6514A

Expires: 6/30/2025