



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.

## Header 1

List View

**General Information** | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 1245104


Procurement Type: Central Purchase Order

Vendor ID: VS0000007033 

Legal Name: GARRETT COMPANY LLC

Alias/DBA:

Total Bid: \$25,850.00

Response Date: 07/06/2023 

Response Time: 9:02

Responded By User ID: tgarrett 

First Name: Ted

Last Name: Garrett

Email: tgarrett@garrettcompanywv

Phone: 304-269-1200

SO Doc Code: CRFQ

SO Dept: 1400

SO Doc ID: AGR2300000036

Published Date: 6/16/23

Close Date: 7/6/23

Close Time: 13:30

Status: Closed

Solicitation Description: FERTILIZER-HUTTONSVILLE/PRUNTYTOWN STATE FARMS

Total of Header Attachments: 1

Total of All Attachments: 1



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:** 1245104  
**Solicitation Description:** FERTILIZER-HUTTONSVILLE/PRUNTYTOWN STATE FARMS  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2023-07-06 13:30	SR 1400 ESR07062300000000013	1

**VENDOR**  
 VS0000007033  
 GARRETT COMPANY LLC

**Solicitation Number:** CRFQ 1400 AGR2300000036  
**Total Bid:** 25850      **Response Date:** 2023-07-06      **Response Time:** 09:02:52  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Crystal G Husted  
 (304) 558-2402  
 crystal.g.husted@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	46-0-0 Bagged Urea w/Nutrispere	22.00000	TON	855.000000	18810.00

Comm Code	Manufacturer	Specification	Model #
10171507			

**Commodity Line Comments:**

**Extended Description:**

Minimum 1-Ton Bags to be delivered to Huttonsville State Farm

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	25-11-18 Bagged Fertilizer w/Nutrisphere	8.00000	TON	880.000000	7040.00

Comm Code	Manufacturer	Specification	Model #
10170000			

**Commodity Line Comments:**

**Extended Description:**

Minimum 1-Ton Bags to be delivered to Huttonsville State Farm



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  
 Agricultural

<b>Proc Folder:</b> 1245104			<b>Reason for Modification:</b>
<b>Doc Description:</b> FERTILIZER-HUTTONSVILLE/PRUNTYTOWN STATE FARMS			
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2023-06-16	2023-07-06 13:30	CRFQ 1400 AGR2300000036	1

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** V50000007033  
**Vendor Name:** Garrett Company, LLC  
**Address:** 160  
**Street:** W. 2nd St  
**City:** Weston  
**State:** WV **Country:** USA **Zip:** 26452  
**Principal Contact:** Devin Woody  
**Vendor Contact Phone:** 304-269-1200 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 Crystal G Hustead  
 (304) 558-2402  
 crystal.g.hustead@wv.gov

**Vendor Signature X** *Devin Woody* **FEIN#** 47-3351171 **DATE** 7/5/23

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

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: CRFQ AGR2300000036

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 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.

Garrett Company, LLC  
Company

Derrin Woody  
Authorized Signature

07/31/23  
Date

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

Exhibit A Pricing Page

Item No.	Description	Unit of Measure	Unit Price	Quantity	Extended Amount
3.1.1	46-0-0 bagged Urea with Nutrisphere per ton for min. 1-ton bags to be delivered to Huttonsville State Farm	Ton	\$ 855. <sup>00</sup>	22	\$ 18,810. <sup>00</sup>
3.1.2	25-11-18 per ton for min. 1-ton bags to be delivered to Huttonsville State Farm	Ton	\$ 880. <sup>00</sup>	8	\$ 7,040. <sup>00</sup>
<b>Note:</b> All items are to be F.O.B. Destination. Freight or delivery charges must be included in the bid unit cost.				<b>Total Bid Amount</b>	\$ 25,850. <sup>00</sup>
<b>Delivered to the following location:</b> West Virginia Department of Agriculture Huttonsville State Farm 271 Prison Farm Circle Huttonsville, WV 26273					

Company:	Garrett Company, LLC
Contact Name:	Devin Woody
Address:	1160 W 2nd St. Weston, WV 26452
Phone:	304-269-1200
Email Address:	dwoody@garrettcompanywv.com
Signature:	dDevin Woody

**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) Devin Woody, Inside Sales  
(Address) 1160 W 2nd St. Weston, WV 26452  
(Phone Number) / (Fax Number) 304-269-1200  
(Email address) dwoody@garrettcompanywv.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.

Garrett Company, LLC  
(Company)  
Devin Woody  
(Signature of Authorized Representative)  
Devin Woody, Inside Sales 7/5/23  
(Printed Name and Title of Authorized Representative) (Date)  
304-269-1200  
(Phone Number) (Fax Number)  
dwoody@garrettcompanywv.com  
(Email Address)



RFQ No. AGR2300000036

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** 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 exceed 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 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: Annex Company, LLC

Authorized Signature: [Signature] Date: 7/5/23

State of West Virginia

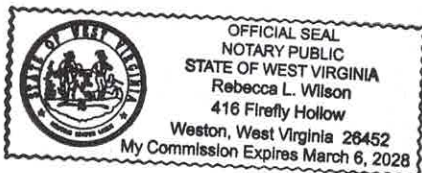
County of Lewis, to-wit:

Taken, subscribed, and sworn to before me this 5 day of July, 2023

My Commission expires March 6, 2028.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** [Signature]





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/25/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**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> G.J. Garton Insurance Agency, Inc. 400 U.S. Highway 33 East Weston, WV 26452	<b>CONTACT NAME:</b> Alicia Poloka <b>PHONE (A/C, No, Ext):</b> (304) 269-3095 <b>FAX (A/C, No):</b> (304) 269-3095 <b>E-MAIL ADDRESS:</b> apoloka@gartoninsurance.com  <b>INSURER(S) AFFORDING COVERAGE</b> <table style="width: 100%;"> <tr> <td style="width: 80%;">INSURER A : Erie Ins Property &amp; Casualty</td> <td style="width: 20%;">NAIC # 26830</td> </tr> <tr> <td>INSURER B : Flagship City Ins Co</td> <td>35585</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER A : Erie Ins Property & Casualty	NAIC # 26830	INSURER B : Flagship City Ins Co	35585	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER B : Flagship City Ins Co	35585												
INSURER C :													
INSURER D :													
INSURER E :													
INSURER F :													
<b>INSURED</b>  Garrett Company, LLC DBA Swisher Feed And Supply 160 W. 2Nd Street Weston, WV 26452													

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE   X OCCUR	X	Q40-5150663	4/1/2023	4/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 OTHER: \$
GEN'L AGGREGATE LIMIT APPLIES PER:						
X	POLICY	PRO-JECT	LOC			
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY	X	Q04-5140242	4/1/2023	4/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A X	UMBRELLA LIAB   X OCCUR EXCESS LIAB   CLAIMS-MADE X	X	Q28-5170530	4/1/2023	4/1/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 DED RETENTION \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	Q88-5102968	4/1/2023	4/1/2024	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
WV Department of Agriculture is named as an Additional Insured on the Commercial General Liability, Commercial Automobile Liability and the Commercial Umbrella Liability policies.

<b>CERTIFICATE HOLDER</b>  WV Department of Agriculture 1900 Kanawha Blvd., E Charleston, WV 25305	<b>CANCELLATION</b>  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 
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