

Crede Lawn Service

David Pauline

GSD26*28

March 10, 2026

1:30pm EST

304-757-1113

RECEIVED

2026 MAR -6 AM 10: 22

WINDHOLMONG
11111



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
 Service - Misc

Proc Folder: 1907275			Reason for Modification:
Doc Description: Open End Contract for Lawn Care Services - Capitol Complex			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-02-25	2026-03-10 13:30	CRFQ 0211 GSD2600000028	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: *US 00000 13587*
 Vendor Name: *Credx Lawn Service*
 Address: *5897 Teays Valley rd*
 Street:
 City: *Scott Depot*
 State: *WV* Country: *Pennsylvania* Zip: *25560*
 Principal Contact: *Zach Crede*
 Vendor Contact Phone: *304 757 2567* Extension:

FOR INFORMATION CONTACT THE BUYER
 David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Vendor Signature X  FEIN# *30-066-0096* DATE *3-4-26*

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 General Services Division (GSD) to establish a contract for Lawn Care Services for West Virginia Capitol Complex located at 1900 Kanawha Boulevard East, Charleston, WV 25305, per the attached documents.

INVOICE TO**SHIP TO**

DEPARTMENT OF
ADMINISTRATION
112 CALIFORNIA AVENUE

BLDG 4, 6TH FLOOR
CHARLESTON WV
US

STATE OF WEST VIRGINIA

SEE SPECIFICATIONS FOR
DELIVERY REQUIREMENTS

No City
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	MOWING, TRIMMING AND EDGING GRASS	0.00000	EA		

Comm Code**Manufacturer****Specification****Model #**

70111706

Extended Description:

Please refer to the Exhibit "A" to input pricing.
4.1.1.
MOWING, TRIMMING AND EDGING GRASS

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Technical Questions Due By 11:00 am., EST.	2026-03-02

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) Zach Crede VP

(Address) 5897 Teays Valley Rd Scott Depot WV 25566

(Phone Number) / (Fax Number) 304-757-2567 / 304-757-1113

(email address) Zach@Credelaw.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.

Crede Law Service
(Company)


(Signature of Authorized Representative)

Zach Crede VP 3-21-26
(Printed Name and Title of Authorized Representative) (Date)

304-757-2567 304-757-1113
(Phone Number) (Fax Number)

CLS.LLC@Credelaw.com
(Email Address)

REQUEST FOR QUOTATION – CRFQ GSD26*28
West Virginia Capitol Complex; Lawn Care Services

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the General Services Division (GSD) to establish a contract for Lawn Care Services for West Virginia Capitol Complex located at 1900 Kanawha Boulevard East, Charleston, WV 25305.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Services”** means Lawn Care services as more fully described in these specifications.
 - 2.2 **“Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
3. **QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
 - 3.1. The vendor must have completed five (5) successful lawn and landscaping services in the past three years. References to indicate completion of the sufficient quantity of projects should be provided with the bid but **must** be provided prior to award.
4. **MANDATORY REQUIREMENTS:**
 - 4.1 **Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below
 - 4.1.1 **Mowing, Trimming and Edging Grass:** Upon request (generally weekly, between April and October), Vendor shall cut Grass to 3.0” to 3-1/2” height (in areas highlighted in Green on Attachment B Site Plan). Edging shall be performed around all sidewalks, utilizing sidewalk or stick edger. Trimming shall be performed in all areas inaccessible to a mower. Vendor must establish a definable, clean cut and even edge between the sidewalks and lawn. Grass clippings must be blown off or otherwise removed from all hard-scape surfaces (e.g., sidewalks, alleyway, lots, etc.) Prior to mowing, trimming, and edging, Vendor must remove all litter and debris around dumpsters, fence lines, parking lots and parking lot right-of-way. After mowing, trimming, and edging (prior to leaving the jobsite), Vendor must again ensure that all litter and debris have been

REQUEST FOR QUOTATION – CRFQ GSD26*28
West Virginia Capitol Complex; Lawn Care Services

removed. The intent is that Vendor will not mow, trim or edge through trash or debris, and that jobsite will be cleared of all debris and trash as a part of each Mowing, Trimming and Edging service visit.

4.1.1.1 Vendor shall ensure that grass clippings that have “clumped” are either blown or raked and bagged.

4.1.1.2 For locations where fencing is present, Vendor shall ensure that the fence is free of vines/weeds/debris.

4.1.1.3 For locations where parking islands are present, Vendor shall ensure weeds are trimmed from curbing.

4.1.2 Leaf Blowing and Disposal: Upon request (usually in the Fall, approximately 15 times per year), Vendor shall remove all leaves (to the satisfaction of the Agency) from the area designated in the Site Plan (areas highlighted in Green only) and dispose of off-site.

4.1.3 Trimming of Shrubs and Trees: Upon request (usually twice per year), Vendor shall trim all shrubs and trees with the Site Plan area (areas highlighted in Green only). Trimming shall not exceed more than 20% of the growth, leaving live and green leaf area around the circumference of the plant. All dead branches shall be properly pruned. All trimmed materials shall be removed off-site by the Vendor and disposed of properly.

4.1.4 Overseeding: Upon request, Vendor shall overseed lawn (typically once per year, in late Summer); Vendor shall use Wetsel Class Act 2, (or equal): Must be a blend of 4-5 turf type, tall fescues, dark green in color (year-round), dense, disease resistant, drought tolerant, moderate shade tolerant. Vendor shall spread seed at a rate of 6 lbs. per 1000 square feet. Seeding shall be performed using a slit-seeder, not broadcast method. NOTE: Overseeding will be performed in both Green and Orange highlighted areas of Attachment B Site Plan).

4.1.5 Edging Shrub and Tree Beds: Upon request (typically twice per year, in the Spring and Fall), Vendor shall edge shrub and tree beds (only in Green highlighted areas as indicated on Attachment B Site Plan). Vendor shall edge the shrub beds 3-4” deep around their perimeters. The tree swells shall be edged 3 - 4” deep at the outer edge of the root base, 4-6 feet in diameter depending on the size of the tree.

REQUEST FOR QUOTATION – CRFQ GSD26*28
West Virginia Capitol Complex; Lawn Care Services

- 4.1.6 Weeding Shrub and Tree Beds:** Upon request (typically during Spring through Fall), Vendor shall remove all weeds and unwanted plant material (as determined by Agency) and dispose of off-site (or in Agency-provided dumpster on-site, with Agency approval). NOTE: this weeding will only be performed in Green highlighted areas as indicated on Attachment B Site Plan.
- 4.1.7 Lawn Fertilizing:** Upon request (typically four times a year), Vendor shall apply fertilizer per manufacturer’s recommendation at a rate of 1 lb. nitrogen per 1000 square feet per (or 4 lbs. per season). Nitrogen shall be “slow release”.
- 4.1.7.1** Early spring application (February-April): Apply crabgrass preventer; Scott’s Turf Builder with Halts Crabgrass Preventer (or equal). Product must be a slow-release fertilizer. Should prevent crabgrass all season. Fertilizer analysis: 30-0-4.
- 4.1.7.2** Late spring application (April-May): Apply fertilizer with weed preventer; Scott’s Turf Builder with PLUS 2 Weed Control (or equal). Kills dandelions and major weeds; must be a slow-release lawn fertilizer. Fertilizer analysis: 28-1-4.
- 4.1.7.3** Summer application (June –August): Apply fertilizer with insect control; Scott’s Turf Builder with Summerguard (or equal). Fertilizer must be slow-release, kill insects, and strengthen against drought. Fertilizer analysis: 20-0-8.
- 4.1.7.4** Fall application (September-November): Apply fertilizer with winterizer; Scott’s Turf Builder Winterguard (or equal). Fertilizer must be slow release. Fertilizer analysis: 32-0-10.
- 4.1.8 Mulching:** Upon request (typically twice per year), Vendor shall mulch all flower/shrub beds and tree swells in the Site Plan area (Green highlighted areas only), as follows:
- 4.1.8.1** Vendor shall use double shredded mulch in flower beds and around trees and shrubs. Vendor shall cover the existing surface with 2-3 inches of mulch. All existing mulch shall be removed prior to installing new mulch.

REQUEST FOR QUOTATION – CRFQ GSD26*28
West Virginia Capitol Complex; Lawn Care Services

4.1.8.2 Hardwood shredded mulch materials must be made of 100% hardwood, uniform in size, harvested and debarked, free of chemical treatments and additives, color must be approved by the Agency.

4.1.9 Watering (Irrigating) of Flower Beds: Upon request (generally twice per week during the months of June through August), Contractor shall water the flowers in the bed surrounding the entrance sign. Plants shall be watered as required so to sustain optimum growth. If, during the execution of any requested work under this Contract, the Contractor finds that further watering is required, Contractor shall notify the Owner. Watering shall be done early in the morning, prior to plants being exposed to full sun. Agency reserves the right to cancel any requested watering due to satisfactory precipitation. Contractor shall check with Owner prior to performing any requested watering where there has been satisfactory precipitation to sustain optimum growth immediately preceding the scheduled watering.

Contractor may use Owner-supplied hose connection outside building (Owner will provide, or otherwise make available, any necessary hose key). Contractor shall provide its own hose, watering nozzle, or any other equipment required to complete this work.

4.1.10 Vendor shall perform all services between 6 a.m. and 5 p.m., Monday through Friday, unless approved in advance by the Agency. Weekend work may be permitted, with prior approval of the Agency.

4.1.11 Vendor shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State, or municipal, along with all regulations, and ordinances or any regulating body. Vendor applying any pesticide product or any combination product containing a pesticide shall provide Agency with copies of current Commercial Pesticide Applicator license, current Pesticide Applicator Business License, and current Registered Spray Technician licenses, valid through the WV Department of Agriculture for the current year(s) of this contract. The successful bidder shall provide the licenses upon contract award.

4.1.12 General Services Division Jobsite Safety Handbook

Prior to beginning any work covered by the Contract, Vendor shall have read, reviewed, and acknowledged in writing the attached Jobsite Safety Handbook (Exhibit C).

REQUEST FOR QUOTATION – CRFQ GSD26*28
West Virginia Capitol Complex; Lawn Care Services

- 4.2 Brand specifications are given to establish a level of performance only, and not to limit competition. Prior to applying products other than those specified, the vendor must provide to the Agency manufacturer's information verifying products meet quality standards set by the specifications herein. The Vendor shall provide an MDS (*Material Data Sheet*) for each product prior to its application.
- 4.3 All equipment and chemicals used for lawn and landscape services must be in conformance with all applicable federal, state, and local regulations. Losses incidental to the correct application of the product in its intended uses should not be expected to be harmful to the environment. All empty fertilizer bags and chemical containers must be disposed of properly off site. Dumpsters on the State property shall not be used.
- 4.4 Vendor shall supply all tools, tool accessories, personal safety equipment, supplies and materials necessary to execute the responsibilities of this Contract.
- 4.5 The Vendor shall repair any damage to the lawn, which is a result of the work being performed, at no additional cost to the state.

5. CONTRACT AWARD:

- 5.1 Contract Award:** The Contract is intended to provide the Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.
- 5.2 Pricing Page:** Vendor should complete the Pricing Page by providing an all-inclusive Unit Price for each landscape service listed. The Unit Price will be the entire cost paid by the Agency for performing one instance of the listed service. Pricing shall include all costs associated with travel time and expenses to perform the requested services. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: david.h.pauline@wv.gov.

- 5.3 Price Adjustment:** It is understood that the Agency may make permanent changes to the level of service at each location during the life of the contract which could effectuate a change in the amount of effort required by the successful Vendor to complete the Contract Services. The Agency has no intent

REQUEST FOR QUOTATION – CRFQ GSD26*28
West Virginia Capitol Complex; Lawn Care Services

to change the overall boundaries of the area in which the Contract Services are to be performed, but certain landscape features are scheduled to be removed, replaced, added, etc. If during the life of the Contract the Agency makes a substantial change to the composition of the landscaping services, the Vendor **may** request a change in Unit Price for a specific Contract Service; such change must be approved by a formal change order to the Contract.

5.4 Price Escalation: Vendor or Agency may, upon request to renew the Contract, request a price increase or price decrease whichever applies. Vendor's request should indicate their request in relation to the Consumer Price Index relating to this service, for all items less food and energy for the Mid-Atlantic Region, Washington-Arlington-Alexandria, DC-VA-MD-WV) (<https://www.bls.gov/regions/mid-atlantic/data/xg-tables/ro3xg01.htm>).

6. **PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
7. **ORDERING PROCEDURE:** When needed, the Agency will issue an Agency Delivery Order (ADO) which will include all services to be provided during the period indicated by the ADO. Successful Vendor will provide a contact name, telephone number, fax number, and/or email address to which Agency will send ADO's. Upon receipt of the ADO, Vendor shall contact Grounds Supervisor to coordinate specific scheduling of site visits to perform Contract Services. Agency reserves the right to cancel or reschedule any ADO, whole or in part, giving notification to the Vendor prior to service being performed.
8. **PAYMENT:** Agency shall pay Unit Price per service, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

Invoices shall be emailed to: GSDInvoices@wv.gov

Or, mailed to: WV Department of Administration – GSD
112 California Avenue, Sixth Floor
Charleston, WV 25305

9. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

REQUEST FOR QUOTATION – CRFQ GSD26*28
West Virginia Capitol Complex; Lawn Care Services

10. 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:

- 10.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
- 10.2.** Vendor will be responsible for controlling cards and keys and will pay a replacement fee, if the cards or keys become lost or stolen.
- 10.3.** Vendor shall notify the Agency immediately of any lost, stolen, or missing card or key.
- 10.4.** Anyone performing under this Contract will be subject to Agency’s security protocol and procedures.
- 10.5.** Vendor shall inform all staff of Agency’s security protocol and procedures.

11. VENDOR DEFAULT:

11.1. The following shall be considered a vendor default under this Contract.

11.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

11.1.2. Failure to comply with other specifications and requirements contained herein.

11.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

11.1.4. Failure to remedy deficient performance upon request.

11.2. The following remedies shall be available to the Agency upon default.

11.2.1. Immediate cancellation of the Contract.

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

11.2.3. Any other remedies available in law or equity.

REQUEST FOR QUOTATION – CRFQ GSD26*28
West Virginia Capitol Complex; Lawn Care Services

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: Zach Crede

Telephone Number: 304-552-6900

Fax Number: 304-757-1113

Email Address: Zach@CredeLawnCare.com

GSD1903431 Exhibit A: LAWN CARE SERVICES PRICING PAGE

Capitol Complex

1900 Kanawha Boulevard East

Charleston, WV 25305

Item Description	Specifications		QTY*	Total Price per Item
	Section	Unit Price		
MOWING, TRIMMING AND EDGING GRASS	4.1.1	\$ <u>4,800</u>	X 32 = A	\$ <u>153,600</u>
LEAF BLOWING AND DISPOSAL	4.1.2	\$ <u>6,400</u>	X 15 = B	\$ <u>96,000</u>
TRIMMING OF SHRUBS AND TREES	4.1.3	\$ <u>8,000</u>	X 2 = C	\$ <u>16,000</u>
OVERSEEDING	4.1.4	\$ <u>7,000</u>	X 1 = D	\$ <u>7,000</u>
EDGING SHRUB AND TREE BEDS	4.1.5	\$ <u>3,200</u>	X 2 = E	\$ <u>6,400</u>
WEEDING SHRUB AND TREE BEDS	4.1.6	\$ <u>1,500</u>	X 15 = F	\$ <u>22,500</u>
LAWN FERTILIZING	4.1.7	\$ <u>4,500</u>	X 4 = G	\$ <u>18,000</u>
MULCHING	4.1.8	\$ <u>16,000</u>	X 2 = H	\$ <u>32,000</u>
TOTAL BID			=	\$ <u>351,500</u> (A+B+C+D+E+F+G+H)

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