



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

State of West Virginia
Master Agreement

Order Date: 12-12-2024

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0211 4078 GSD2400000003 3	Procurement Folder:	1279879 <i>A</i>
Document Name:	Snow Removal Services - Charleston Metro Buildings	Reason for Modification:	Change Order 2 To correct pricing
Document Description:	Snow Removal Services - Charleston Metro Buildings		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-11-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-11-14

VENDOR		DEPARTMENT CONTACT																			
Vendor Customer Code:	000000101128	Requestor Name:	John C Cummings																		
ADVANCED TREE & LAWN CARE LLC		Requestor Phone:	304-352-5521																		
101 Southbrooke DR		Requestor Email:	john.c.cummings@wv.gov																		
Hurricane	WV 25526	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>																			
US																					
Vendor Contact Phone:	304-397-6006 Extension:																				
Discount Details:																					
	<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION	STATE OF WEST VIRGINIA
GENERAL SERVICES DIVISION	JOBSITE - SEE SPECIFICATIONS
103 MICHIGAN AVENUE	
CHARLESTON WV 25305	No City WV 99999
US	US

CR1-2-25

Purchasing Division's File Copy

Total Order Amount:	Open End
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MKP 12/20/2024

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Tunajye 12/30/24</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>John S. Gray</i>
ELECTRONIC SIGNATURE ON FILE

1/6/2025

ENCUMBRANCE CERTIFICATION
DATE: <i>1-8-25</i>
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 2 is issued to correct the pricing for Year 2 per the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72102903			EA	3550.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2024-11-14		0.00	

Commodity Line Description: Capitol Complex - Year 1 De-icing

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	72102903			EA	2500.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2024-11-14		0.00	

Commodity Line Description: Capitol Complex - Year 1 Removal 1"-6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	72102903			EA	2500.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2024-11-14		0.00	

Commodity Line Description: Capitol Complex - Year 1 Removal > 6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Day Care Lot - De-icing

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Day Care Lot - Removal 1"-6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Day Care Lot - Removal > 6"

Extended Description:
Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Building 4 - Year 1 De-icing

Extended Description:
Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Building 4 - Year 1 Removal 1"-6"

Extended Description:
Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Building 4 - Year 1 Removal > 6"

Extended Description:
Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Lot 24 - Year 1 De-icing

Extended Description:
Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	72102903			EA	100.000000
	Service From	Service To		Service Contract Amount	
	2023-11-15	2025-11-14		0.00	

Commodity Line Description: Lot 24 - Year 1 Removal 1"-6"

Extended Description:
Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	72102903			EA	100.000000
	Service From	Service To	Service Contract Amount		
	2023-11-15	2025-11-14	0.00		

Commodity Line Description: Lot 24 - Year 1 Removal > 6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	72102903			EA	1500.000000
	Service From	Service To	Service Contract Amount		
	2023-11-15	2025-11-14	0.00		

Commodity Line Description: Laidley Lots - De-icing

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	72102903			EA	1100.000000
	Service From	Service To	Service Contract Amount		
	2023-11-15	2025-11-14	0.00		

Commodity Line Description: Laidley Lots - Removal 1" - 6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	72102903			EA	1100.000000
	Service From	Service To	Service Contract Amount		
	2023-11-15	2025-11-14	0.00		

Commodity Line Description: Laidley Lots - Removal > 6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	72102903			HOURL	600.000000
	Service From	Service To	Service Contract Amount		
	2023-11-15	2025-11-14	0.00		

Commodity Line Description: Hourly Rate for Off-site Removal

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	72102903			EA	3850.000000
	Service From	Service To	Service Contract Amount		
	2024-11-15	2025-11-14	0.00		

Commodity Line Description: Capitol Complex - Year 2 + De-icing

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	72102903			EA	2500.000000

Service From	Service To	Service Contract Amount
2024-11-15	2025-11-14	0.00

Commodity Line Description: Capitol Complex - Year 2 + Removal 1"-6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	72102903			EA	2500.000000


Service From	Service To	Service Contract Amount
2024-11-15	2025-11-14	0.00

Commodity Line Description: Capitol Complex - Year 2 + Removal > 6"

Extended Description:

Snow Removal Services - Charleston Metro Buildings

Memo

To: Melissa Pettrey, Senior Buyer, WV Purchasing Division
From: Jamie Jones, Procurement Administrator 
Date: December 12, 2024
Re: CMA GSD2400000003 Snow Removal Services – Charleston Metro Buildings
(Complex – Advanced Tree & Lawncare)

Melissa,

Please let this memo stand as justification for the need of processing a change order to the subject contract. When Change Order #1 was processed to renew the contract, it was overlooked that the contract had an established price increase due to an increase workload. During year one there were numerous lots that did not require service. This Change Order will correct the pricing accordingly.

Please let me know if you have any questions, or need additional information.

Thank you!


Commodity Lines 23, 24 & 25 added
for year 2 pricing for capitol
complex. 

Exhibit A - Pricing Page

Capitol Complex - Year One		Bid	
De-icing under 1" or during icy conditions	3550		
Snow removal and de-icing of 1"-6" accumulation	2500		
Snow removal and de-icing over 6" accumulation	2500	8550	(A)
Location Subtotal:			
Daycare Lot - Year One			
De-icing under 1" or during icy conditions	100		
Snow removal and de-icing of 1"-6" accumulation	100		
Snow removal and de-icing over 6" accumulation	100	300	(B)
Location Subtotal:			
Building 4 (Lot 18) - Year One			
De-icing under 1" or during icy conditions	100		
Snow removal and de-icing of 1"-6" accumulation	100		
Snow removal and de-icing over 6" accumulation	100	300	(C)
Location Subtotal:			
California (Lot 24) - Year One			
De-icing under 1" or during icy conditions	100		
Snow removal and de-icing of 1"-6" accumulation	100		
Snow removal and de-icing over 6" accumulation	100	300	(D)
Location Subtotal:			
Capitol Complex - Year Two +			
De-icing under 1" or during icy conditions	3,250		
Snow removal and de-icing of 1"-6" accumulation	2,500		
Snow removal and de-icing over 6" accumulation	2,500	8,250	(E)
Location Subtotal:			
California (Lot 24) - Year Two +			
De-icing under 1" or during icy conditions	100		
Snow removal and de-icing of 1"-6" accumulation	100		
Snow removal and de-icing over 6" accumulation	100	300	(F)
Location Subtotal:			
The Laidley Lots			
De-icing under 1" or during icy conditions	1,500		
Snow removal and de-icing of 1"-6" accumulation	1,100		
Snow removal and de-icing over 6" accumulation	1,100	3,700	(G)
Location Subtotal:			
Campus Total Bid:		\$ 22,300	
(A+B+C+D+E+F+G)			
DEP Building #37			
De-icing under 1" or during icy conditions	3500		
Snow removal and de-icing of 1"-6" accumulation	2500		
Snow removal and de-icing over 6" accumulation	2400	8400	
Location Total:			
Plaza Four #74			
De-icing under 1" or during icy conditions			
Snow removal and de-icing of 1"-6" accumulation		No Bid	
Snow removal and de-icing over 6" accumulation			
Location Total:			
Cornerstone Bldg #84			
De-icing under 1" or during icy conditions			
Snow removal and de-icing of 1"-6" accumulation		No Bid	
Snow removal and de-icing over 6" accumulation			
Location Total:			
Summers Building #86			
De-icing under 1" or during icy conditions			
Snow removal and de-icing of 1"-6" accumulation		No Bid	
Snow removal and de-icing over 6" accumulation			
Location Total:			
Off-site Snow Removal			
Hourly Labor Rate	\$600		

Vendor Information:

Company Name: Advanced Tree and Lawn Care
 Address: PO Box 876
Hurricane WI 53526
 Phone Number: 321-397-6006
 Fax Number: 321-397-6006
 FEIN: 05-0562606
 Contact Name Printed: Lisa Kiffle
 Contact Name Signature: [Signature]
 Date: 10/23/23
 Vendor Email Address: landscaping@advancedtreeandlawncare.biz

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: #05 MKP Date: 12/20/2024 Solicitation No. _____ C/O 2	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. _____ PF No.: 1279879A
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

#	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: *Melissa K. Lettrey, Senior Buyer*

*mkp
12/20/2024*

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Business Organization Detail

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ADVANCED TREE & LAWN CARE LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	7/19/2012		7/19/2012	Domestic	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		Capital Stock
Charter County	Putnam	Control Number	99VXT
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	101 SOUTHBROOKE DRIVE HURRICANE, WV, 25526
Mailing Address	PO BOX 876 HURRICANE, WV, 25526 USA
Notice of Process Address	TALICIA RIFFLE PO BOX 876 HURRICANE, WV, 25526
Principal Office Address	101 SOUTHBROOKE DRIVE P O BOX 876 HURRICANE, WV, 25526 USA
Type	Address

Officers	
Type	Name/Address
Member	TALICIA RIFFLE PO BOX 876 HURRICANE, WV, 25526
Member	JERRY RIFFLE PO BOX 876 HURRICANE, WV, 25526
Organizer	TALICIA RIFFLE PO BOX 876 HURRICANE, WV, 25526 USA
Organizer	JERRY RIFFLE PO BOX 876 HURRICANE, WV, 25526 USA
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	

2020
2019
2018
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2015
2014
2013
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, December 12, 2024 — 2:24 PM

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Country

Select Country ▼

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