



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

State of West Virginia
Purchase Order

Order Date: 10-09-2024

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:	CPO 1400 8550 AGR2500000003 2	Procurement Folder:	1438721
Document Name:	Warehouse Paving Project	Reason for Modification:	Change Order No. 1
Document Description:	Change Order #1 NTP-Warehouse Paving Project - FD Warehouse		Notice to Proceed
Procurement Type:	Central Purchase Order		
Buyer Name:	Larry D McDonnell		
Telephone:	304-558-2063		
Email:	larry.d.mcdonnell@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-10-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-11-13

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000113225	Requestor Name:	Jami R Thompson
J & R LANDSCAPING & TREE EXPERTS INC		Requestor Phone:	(304) 558-0573
375 TIMBER RIDGE LN		Requestor Email:	jthompson@wvda.us
KEYSER	WV 26726	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US			
Vendor Contact Phone:	999-999-9999 Extension:		
Discount Details:			
	Discount Allowed Discount Percentage Discount Days		
#1	No 0.0000 0		
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US	AUTHORIZED RECEIVER 304-558-0573 AGRICULTURE DEPARTMENT OF FOOD DISTRIBUTION PROGRAM 4496 CEDAR LAKES RD RIPLEY WV 25271 US

Total Order Amount:	\$640,000.00
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CR 10-16-24

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara [Signature] 10/15/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 10/22/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Colby [Signature] 10-22-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order #1

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Contract Term: October 15, 2024, through November 13, 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72141100	0.00000		0.000000	640000.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Parking Lot Re-Pavement at WVDA Food Distribution Warehouse

Extended Description:

See attached documentation for further details.

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



9 October 2024

Jimmy E. Lucas, Jr., President
J & R Landscaping & Tree Experts, Inc.
375 Timber Ridge Ln.
Keyser, WV 26726

Re: CPO AGR250000003

Dear Mr. Lucas:

This is your official Notice to Proceed for CPO AGR25*3, Warehouse Paving Project for the Food Distribution Warehouse. Your Notice to Proceed period will begin effective October 15, 2024, and will be completed by November 13, 2024.

If you have any questions concerning this, feel free to contact me at (304) 558-2221.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan Clemans", is written over a horizontal blue line.

Alan Clemans (Oct 9, 2024 14:31 EDT)

Alan Clemans, CFO-Director
Administrative Services Division

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312
telephone: 304-558-3550 • fax: 304-558-2203

www.agriculture.wv.gov

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Business Organization Detail

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J & R LANDSCAPING & TREE EXPERTS INC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/26/2006		6/26/2006	Domestic	Profit			

Organization Information			
Business Purpose	8141 - Other Services (except Public Administration) - Private Households - Private Households	Capital Stock	1000.0000
Charter County	Mineral	Control Number	86240
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	10.000000
Authorized Shares	100	Young Entrepreneur	Not Specified

Addresses

Type	Address
Local Office Address	375 TIMBER RIDGE LANE KEYSER, WV, 26726
Mailing Address	375 TIMBER RIDGE LANE KEYSER, WV, 26726 USA
Notice of Process Address	JIMMY E. LUCAS 375 TIMBER RIDGE LANE KEYSER, WV, 26726
Principal Office Address	375 TIMBER RIDGE LANE KEYSER, WV, 26726 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	JIMMY E. LUCAS RT 1 BOX 112-F KEYSER, WV, 26726 USA
President	JIMMY E. LUCAS RT 1 BOX 112 F KEYSER, WV, 26726
Vice-President	LEONA LUCAS RT 1 BOX 112F KEYSER, WV, 26726
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
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2016	

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Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Friday, October 11, 2024 — 9:42 AM

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e.g. 1606N020Q02

Select Domain Entity Information



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Entities

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All Words 

Exact Phrase 

e.g. 123456789, Smith Corp

"J & R LANDSCAPING & TREE EXPERTS"



Classification



Excluded Individual



Excluded Entity



Federal Organizations



Exclusion Type



- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

Exclusion Program



Location



Dates



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>10/11/24</u> Solicitation No. <u>CPO AGR25 *03 c/p1</u>	Agency: West Virginia Department of Agriculture Procurement Officer Submitting Requisition: Rita Gainer Requisition No. CPO AGR25*3 PF No.: 1438721
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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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: _____

