Highland Street away, WU 26624

RECEIVED MAR 21 2019 FINANCE DIVISION DOT /01/2 KW

Finance + Administration Division of Highways Blog 5, Rm A-220 1900 Kanawha Blud E Charleston, WU 25302



State of West Virginia Request For Quotation

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Procu	rement Folder : 54027				
	nt Description : TREE : surement Type : Agency	AND BRUSH SHEARING BY THE VENDOR 6	•	ана — 1 — 1 1 • •	• .
Date Issued	Solicitation Closes	Solicitation No	Version	Phase	
2019-03-12	2019-03-21 13:30:00	ARFQ 0803 _DOT1900000031 _	3	Final	•
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SUBMIT RESPONSES TO:				VENDOR			
FINANCE & ADMINISTRATION			,	Vendor Name, Address and Tele	hone		
DIVISION OF HIGHWAYS			, 4 , ,	COOK'S TREE SERVICES LL	C ·		
BLDG 5, RM A-220				202 HIGHLAND STREET			
1900 KANAWHA BLVD E		. .		GASSAWAY, WV 26624			
CHARLESTON	w	25302		(304) 689-6124			
US							~
	, *			-	·	-	T - X - J

FOR INFORMATION CONTACT THE Dusty J Smith		
(304) 558-9398 dusty.j.smith@wv.gov		
· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·
Signature X	FEIN # 82-0811234	DATE 3-20-2019

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Date Printed : Mar 12, 2019 Solicitation Number : DOT1900000031 $k_{2\bullet}^{*}$. Page : 1

FORM ID : WV-PRC-ARFQ-001

	Document Phase	Document Description	Page 3
DOT190000031	Final	TREE AND BRUSH SHEARING BY THE	of 3
		VENDOR 6619C043	

ADDITIONAL TERMS AND CONDITIONS

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See attached document(s) for additional Terms and Conditions

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State of West Virginia **Request For Quotation**

Proc	urement Folder : 540271	F				
	ent Description : TREE / curement Type : Agency			RING BY THE VENDOR 6	619C043	
Date Issued	Solicitation Closes		Solic	itation No	Version	Phase
2019-02-21	2019-03-07 13:30:00	ARFQ	0803	DOT190000031	1	Final

SUBMIT RESPONSES TO			
FINANCE & ADMINISTRATION			Vendor Name, Address and Telephone
DIVISION OF HIGHWAYS			COOK"S TREE SERVICES LLC
BLDG 5, RM A-220			202 HIGHLAND STREET
1900 KANAWHA BLVD E			GASSAWAY, WV 26624
CHARLESTON	wv	25302	(304) 689-6124
lus		·	

FOR INFORMATION CONTACT THE Dusty J Smith (304) 558-9398 dusty.j.smith@wv.gov

Signature X<

FEIN # 82-0811234

DATE 3-20-2019

All offers subject to all terms and conditions contained in this solicitation Date Printed : Feb 21, 2019 Solicitation Number : DOT1900000031

Page : 1

FORM ID : WV-PRC-ARFQ-001

ADDITIONAL INFORMATION:

**********NOTICE********

MAKE SURE YOU DOWNLOAD ALL INFORMATION

TERMS AND CONDITIONS-SPECIFICATIONS-INFORMATIONAL ATTACHMENTS-PURCHASING AFFIDAVIT-PRICING PAGES

PLEASE NOTE THAT TO BE AWARDED THIS CONTRACT YOU WILL BE TO A REGISTER VENDOR WITH WV STATE PURCHASING, AND COMPLIANT WITH SEVERAL AGENCIES SUCH AS THE WVSOS, TAX DEPARTMENT, WORKER'S COMPENSATION, AND UNEMPLOYMENT INSURANCE

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATE	ED BY ORDER
No City	WV99999	No City	WV 99999
us		US	

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price	
1	TREE AND BRUSH SHEARING BY THE VENDOR 6619C043	0.00000	EA			

Commodity Code	Manufacturer	Model #	Specification
70111503			

Extended Description

PER THE ATTACHED PRICING PAGES

ULL OF EVENING	
ULE OF EVENTS	

GOLLE OF MIL		
Line	Event	Event Date
1	TECHINAL QUESTIONS DUE @ 10AM	2019-02-28

	Document Phase	Document Description	Page 3
DOT190000031	Final	TREE AND BRUSH SHEARING BY THE	of 3
		VENDOR 6619C043	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



urement Folder : 54027	1				
ent Description : TREE	AND BRUS	SH SHEA	RING BY THE VENDOR 6	619C043	
curement Type : Agency	y Master Ag	greement			
Solicitation Closes		Solid	itation No	Version	Phase
	ARFQ	0803	DOT190000031	1	Draft
	ent Description : TREE curement Type : Agence	curement Type : Agency Master Ag	ent Description : TREE AND BRUSH SHEA curement Type : Agency Master Agreement Solicitation Closes Solic	ent Description : TREE AND BRUSH SHEARING BY THE VENDOR 6 curement Type : Agency Master Agreement Solicitation Closes Solicitation No	ent Description : TREE AND BRUSH SHEARING BY THE VENDOR 6619C043 curement Type : Agency Master Agreement Solicitation Closes Solicitation No Version

SUBMIT RESPONSES TO:			VENDOR
FINANCE & ADMINISTRATION			Vendor Name, Address and Telephone
DIVISION OF HIGHWAYS			COOK [™] S TREE SERVICES LLC
BLDG 5, RM A-220			202 HIGHLAND STREET
1900 KANAWHA BLVD E			GASSAWAY, WV 26624
CHARLESTON	w	25302	(304) 689-6124
US			

FOR INFORMATION CONTACT THE Dusty J Smith (304) 558-9398 dusty.j.smith@wv.gov

Signature X FEIN # 8 All offers subject to all terms and conditions contained in this solicitation

FEIN # 82-0811234

DATE 3-20-2019

All others subject to all terms and conditions contained in this solicitation Date Printed : Feb 21, 2019 Solicitation Number : DOT1900000031 Page : 1

FORM ID : WV-PRC-ARFQ-001

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website. I certify that I have reviewed this Solicitation 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 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 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.

COOK'S TREE SERVICES LLC (Full Company Name)

Cak

(Authorized Signature)

JOSHUA COOK OWNER (Print or Type Name and Title of Signatory) (304) 689-6124 (Phone Number)

(Fax Number)

cookstreeservices11c@gmail.com (Email address)

MARCH 20, 2019 (Date)

> Form pre-approved by DOH legal division on July 12, 2016. Attorney signature not required.

West Virginia Ethics Commission **Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity:	Address:	
Name of Authorized Agent:	Address:	
Contract Number:	Contract Description:	
Governmental agency awarding contract:		

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

- 1. Subcontractors or other entities performing work or service under the Contract Check here if none, otherwise list entity/individual names below.
- 2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities) K Check here if none, otherwise list entity/individual names below.
- 3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: Statue H Cook

Date Signed: 3-20-19

Notary Verification

State of

____, County of ___

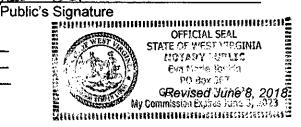
_____ , the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

dav of

Taken, sworn to and subscribed before me this ____

To be completed by State Agency:

Date Received by State Agency: Date submitted to Ethics Commission: Governmental agency submitting Disclosure:



STATE OF WEST VIRGINIA Purchasing Division PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Casts True Service	ces 11.C
Authorized Signature:	Date: 3-20-12
State of West Virginia	
County of <u>Branton</u> , to-wit:	
Taken, subscribed, and sworn to before me this $\underline{20}$	day of <i>March</i> , 20 <u>19</u> .
My Commission expires	, 20 <i>_<u>23</u>.</i>
AFFIX SEAL HERE OFFICIAL SEAL STATE OF WEST VIRGINIA NOTARY DUPLIC EVALUATE Double PO Box 367 Gossaway, WV 26624 My Commission Expires June 3, 2023	NOTARY PUBLIC Purchasing Affidavit (Revised 01/19/2018)

INFORMATION ATTACHMENT FORM Vendor's Storage Sites Tree and Brush Shearing by the Vendor

VENDOR NAME COOK'S TREE SERVICES LLC

Mandatory - Vendor shall complete this form and return with bid submission.

If a Vendor will be servicing this contract from multiple Locations and ALL pricing is the same, ALL Locations can be listed on one Information Attachment Form and one set of Pricing Pages is acceptable.

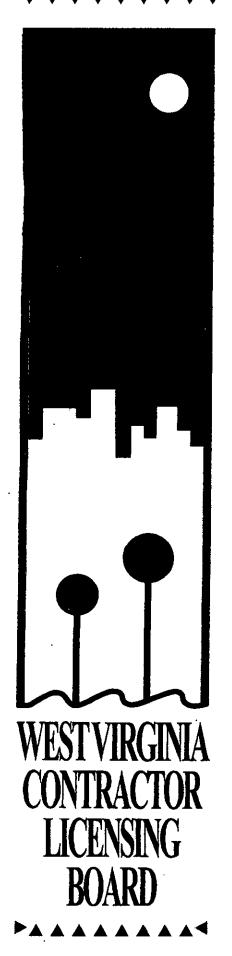
If a Vendor will be servicing this contract from multiple Locations, at varying prices, additional, separate Information Attachment Forms and additional Pricing Pages are required.

	Vendor's Base Location:	
	202 HIGHLAND STREET	
	GASSAWAY, WV 26624	
	Vendor's Base Location:	
	Vendor's Base Location:	
	Vendor's Base Location:	
		-
		1

each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

10.4 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 Manag	er:	JOSHUA	COOK	
Telephone Numbers:		(304)	689-6124	
Fax Number:				
Email Address:	c00	kstrees	servicesllc@gm	ail.com



CONTRACTOR LICENSE

Authorized by the

West Virginia Contractor Licensing Board

Number:

WV056151

Classification:

SPECIALTY

COOKS TREE SERVICES LLC DBA COOKS TREE SERVICES LLC 202 HIGHLAND ST GASSAWAY, WV 26624

Date Issued

Expiration Date

APRIL 18, 2018

Authorized Company Signature

Chair, West Virginia Contractor Licensing Board

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where 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 cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.

A	CORD	CE	RTI	FICATE OF LIA	ABIL	ITY INS	URAN	CE	-	(MM/DD/YYYY) 3/04/2019
C E	HIS CERTIFICATE IS ISSUED AS CERTIFICATE DOES NOT AFFIRM BELOW. THIS CERTIFICATE OF REPRESENTATIVE OR PRODUCER	A M/ ATIVE	ATTE	R OF INFORMATION ON R NEGATIVELY AMEND E DOES NOT CONSTITU	ILY AN		NO RIGHTS	UPON THE CERTIFIC	ATE HO	LDER. THIS IE POLICIES
11	MPORTANT: If the certificate ho SUBROGATION IS WAIVED, su his certificate does not confer right	ect to	o the	terms and conditions of	ithe pol	icy, certain	policies may	NAL INSURED provis require an endorsem	ons or b ent. A s	e endorsed. tatement on
	DUCER				CONTAI	т				
138	P Property & Casualty Services, Ind Baker Street bster Springs, WV 26288	•			PHONE (AC, NO, EXI): (304) 847-2073 FAX (AC, NO): (304) 8 E-MAIL ADDRESS:					847-5030
	batel opinigs, ter 10100						URER(S) AFFOR			NAIC #
				<u> </u>				urance Company		13196
INS	URED				INSURE	<u>r b : LM Ins</u>	rance Cor	poration		33600
Í	Cook's Tree Services LL	;			INSURE					
	202 Highland St Gassaway, WV 26624				INSURE			· · · · · · · · · · · · · · · · · · ·		44
	•				INSURE					
co		ERTIF	CAT	E NUMBER:	1			REVISION NUMBER		
TI IN C	HIS IS TO CERTIFY THAT THE POL IDICATED. NOTWITHSTANDING AN ERTIFICATE MAY BE ISSUED OR M XCLUSIONS AND CONDITIONS OF SU	' REQU AY PEF	JIREM RTAIN	ENT, TERM OR CONDITIO THE INSURANCE AFFOR	n of a Ded by	' THE POLIC	ES DESCRIB	LOCOMENT WITH RES	PEGINU	
INSR LTR		ADD		POLICY NUMBER		POLICY EFF	POLICY EXP (MM/DD/YYY)	L L	MITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR			NPP8484757			04/15/2019	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (En populitance)	<u>\$</u>	2,000,000 100,000
		_						MED EXP (Any one person)	<u> </u>	5,000
	_	_{		ł				PERSONAL & ADV INJURY		2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	<u> </u>	Included
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	EXCESS LIAB CLAIMS-M/				Į			AGGREGATE	- <u>*</u>	_
B	WORKERS COMPENSATION	-1				· · · ·		X PER OTH	· •	
				WC539S391334-018		04/15/2018	04/15/2019	E.L. EACH ACCIDENT	s	100,000
	(Mandatory in NH)	N//	`				E.L. DISEASE - EA EMPLOY	EE \$	100,000 500,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below					·····		EL DISEASE - POLICY LIM	<u>1 \$</u>	
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	CRIPTION OF OPERATIONS / LOCATIONS / VE			1	ita meu hu	-	a space in require			
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	WV Division of Highways Building 5, Room A220 1900 Kanawha Bivd E			•	THE	EXPIRATIO	N DATE TH TH THE POLIC	ESCRIBED POLICIES BE EREOF, NOTICE WILI Y PROVISIONS.	CANCEL . BE DE	Led Before Livered in
	Charleston, WV 25302				AUTHORIZED REPRESENTATIVE					

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CAROLHALL

DATE (M	M/DD/YYYY)
03/0	4/2019

COOKTRE-01

District 7 - Barbour County, Braxton County, Gilmer County, Lewis county, Upshur County and Webster County

			Unit of Measure	Unit Cost	Extended Cost
	a.	Shearing and Trimming including debris cleanup, Hourly Rate (first 40 hours in a work-week)	Hour	\$245.00	\$0.00
Item 1	b.	Additional Charge for Overtime (hours beyond 40 hours in a work-week)	Hour	\$305.00	\$0.00
ľ	C.	Mobilization cost per each (One-time)	Each	\$490.00	\$0.00
F	d.	Site Mobilization cost per shoulder mile	Shoulder Mile	\$2.25	\$0.00
	a.	Shearing and Trimming WITHOUT debris cleanup, Hourly Rate (first 40 hours in a work-week)	Hour	\$198.00	\$0.00
Item 2	b.	Additional Charge for Overtime (hours beyond 40 hours in a work-week)	Hour	\$243.00	\$0.00
	C.	Mobilization cost per each (One-time)	Each	\$490.00	\$0.00
	d.	Site Mobilization cost per shoulder mile	Shoulder Mile	\$2.25	\$0.00
	a.	High Reach Trimmer including debris cleanup, Hourly Rate (first 40 hours in a work-week)	Hour	\$245.00	\$0.00
Item 3	b.	Additional Charge for Overtime (hours beyond 40 hours in a work-week)	Hour	\$305.00	\$0.00
ľ	C.	Mobilization cost per each (One-time)	Each	\$490.00	\$0.00
	d.	Site Mobilization cost per shoulder mile	Shoulder Mile	\$2.25	\$0.00
	a.	High Reach Trimmer WITHOUT debris cleanup, Hourly Rate (first 40 hours in a work-week)	Hour	\$198.00	\$0.00
Item 4	b.	Additional Charge for Overtime (hours beyond 40 hours in a work-week)	Hour	\$243.00	\$0.00
	C.	Mobilization cost per each (One-time)	Each	\$490.00	\$0.00
ľ	d.	Site Mobilization cost per shoulder mile	Shoulder Mile	\$2.25	\$0.00

ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.: 6619c043

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)

🔀 Addendum No. 1	Addendum No. 6
X Addendum No. 2	Addendum No. 7
Addendum No. 3	Addendum No. 8
Addendum No. 4	Addendum No. 9
Addendum No. 5	🗋 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.

COOK'S TREE SERVICES LLC Full Company Name

her I look Authorized Signature

<u>J-20-19</u> Date

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