



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: 04-27-2022

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 0803 0083 DOT2100000042 2	Procurement Folder:	863002
Document Name:	Change Order #1	Reason for Modification:	Change Order #1 to renew contract CMA DOT21*42 for drugs and alcohol testing
Document Description:	8321C0061-Contract: for Drug and Alcohol Testing Service		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-05-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000207186	Requestor Name:	Kandy McKinney
HEALTH RESEARCH SYSTEMS INC 821 6TH AVE		Requestor Phone:	(304) 558-3111
HUNTINGTON WV 25701		Requestor Email:	kandy.mckinney@wv.gov
US			
Vendor Contact Phone:	999-999-9999		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

22

FILE LOCATION _____

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS HUMAN RESOURCES DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A317 CHARLESTON WV 25305 US	DIVISION OF HIGHWAYS HUMAN RESOURCES DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A317 CHARLESTON WV 25305 US

Purchasing Division's File Copy

Total Order Amount:

Open End

ENTERED

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara H 4/28/2022*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Tolson 5-4-22*
 ELECTRONIC SIGNATURE ON FILE

5/4/2022

Extended Description:

CHANGE ORDER #1

TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS AND CONDITIONS, PRICES AND SPECIFICATION CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS

EFFECTIVE: JUNE 1, 2022 THROUGH MAY 31, 2023

RENEWAL REMAINING: 2

ALL PROVISIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT CHANGE ORDER NOT MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	85121810				0.000000
	Service From	Service To			

Commodity Line Description: DRUG & ALCOHOL TESTING

Extended Description:

DRUG AND ALCOHOL TESTING SERVICES, INCLUDE BUT ARE NOT LIMITED TO, RANDOM, PRE-EMPLOYMENT, REASONABLE SUSPICION/CAUSE, POST ACCIDENT/INCIDENT, RETURN- TO DUTY/FOLLOW -UP AND ANY OTHER DRUG AND OR ALCOHOL TESTING SERVICE DEEMED NECESSARY BY THE WVDOT



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

D. Alan Reed, P.E.
State Highway Engineer

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505
04/04/2022

Jimmy Wooten, P. E.
Secretary of Transportation
Commissioner of Highways

Merilee Hutchinson, Operations Manager
Health Research Systems, Inc.
7 Stonecrest Drive, PO BOX 524
Huntington, WV 25701

Subject Contract Renewal: For Drug & Alcohol Testing Serv CMA DOT21*042
Procurement folder: 863002

Ms. Hutchinson,

The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The renewal dates are 6/1/22 through 5/31/23 . If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to gordon.r.cook@wv.gov

Also attached is an Affidavit that is to be part of the renewal change order and is required to be signed.

Please contact the email listed above if you have any questions.

Thank you,

Gordon R. Cook
Coordinator, WVDOT Drug & Alcohol Testing Program

Attachment

We agree to renew the contract for the period as state above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.

Merilee Hutchinson / Merilee Hutchinson
Name/Signature

4/4/2022
Date

Operations Manager
Title

PROCUREMENT USE ONLY	
<u>Dusty Smith, HDM I 4/11/22</u>	
Signature/Title/Date	



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**
1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

April 4, 2022

Mr. Mike Sheets, CPPO
WV Department of Administration
Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130

RE: Purchase Requisition No. CMA-0803-0083-DOT2100000042

Dear Mr. Sheets:

The WV Department of Transportation requests your consideration for this Department to renew our contract with Health Research Systems, Inc. (HRS), to continue providing for our drug and alcohol testing needs. The Purchase Order 8321C0061 provides for one additional year for renewal from June 1, 2022, through May 31, 2023.

As our vendor for drug and alcohol testing, HRS has met our testing needs and fulfilled all required procedures outlined in the regulations from the U.S. Dept. of Transportation, Title 49 CFR Part 40. Accordingly, please accept this request to renew HRS' service contract.

Please contact me if you should have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Natasha B. White".

**Natasha B. White, Director
Human Resources Division**

NBW:gc
cc: Director, Finance Division