



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

# Request for Quotation

RFQ NUMBER  
**8311C0026**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BUYER 33  
 304-558-2402**

\*223130422      304-345-1396  
**JOE BOGGS & ASSOCIATES INC**  
**1703 WOODVALE DRIVE**  
  
**CHARLESTON WV 25314**

VENDOR

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/08/2010				

BID OPENING DATE: **01/04/2011**      **BID OPENING TIME 01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	HR		948-55		\$98,000.
<p><b>DRUG &amp; ALCOHOL TESTING SERVICES</b></p> <p><b>REQUEST FOR QUOTATION (RFQ)</b>  <b>OPEN END CONTRACT</b></p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF HIGHWAYS, IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO PROVIDE DRUG AND ALCOHOL TESTING SERVICES FOR WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, HUMAN RESOURCES DIVISION PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO SHERI SLONE IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFQ, VIA FAX AT 304-558-2596, OR VIA EMAIL AT SHERI.D.SLONE@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 12/22/2010 AT THE CLOSE OF BUSINESS. ANY TECHNICAL QUESTION RECEIVED WILL BE ANSWERED BY FORMAL ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.</p> <p><b>EXHIBIT 10</b></p> <p>REQUISITION No.: 8311C0026...</p>						

**RECEIVED**

2010 DEC 21 PM 12:34

WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE 	TELEPHONE 304-345-1396	DATE 12/20/2010
TITLE President	FEIN 55-066-4639	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

## GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
  2. The State may accept or reject in part, or in whole, any bid.
  3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
  4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
  5. Payment may only be made after the delivery and acceptance of goods or services.
  6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
  7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
  8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
  9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
  10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
  11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
  12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
  13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
  14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
  15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
  16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.
- I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

### INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BUYER 33**  
**304-558-2402**


VENDOR


\*223130422      304-345-1396  
**JOE BOGGS & ASSOCIATES INC**  
**1703 WOODVALE DRIVE**  
  
**CHARLESTON WV 25314**

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/08/2010				

BID OPENING DATE: **01/04/2011**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>ADDENDUM ACKNOWLEDGEMENT</b></p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 .....</p> <p>NO. 2 .....</p> <p>NO. 3 .....</p> <p>NO. 4 .....</p> <p>NO. 5 .....</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <div style="text-align: right;">             .....  <b>SIGNATURE</b>             Joe Boggs &amp; Associates, Inc. ....  <b>COMPANY</b> </div>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE 	TELEPHONE 304/345-1396	DATE 12/20/2010	
TITLE President	FEIN 55-066-4639	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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ADDRESS CORRESPONDENCE TO ATTENTION OF:  
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PROPERTY

\*223130422      304-345-1396  
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BID OPENING DATE: **01/04/2011**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				.....12/20/2010.....		
				DATE		
<p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON ..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE</p>						

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<p>RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND</p>						

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<p>CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p style="text-align: center;">NOTICE</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ 8311C0026 ***** TOTAL:						\$98,000.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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## **SCOPE OF WORK – TECHNICAL SPECIFICATIONS**

The WV Department of Transportation (WVDOT) seeks to enter into a contract with a single vendor for drug and alcohol testing services. These 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.

### **Vendor Requirements**

1. The vendor shall develop a method of random selection in compliance with Title 49 CFR Part 40.
2. The vendor shall provide for mobile, on-site testing of urine in compliance with Title 49 CFR Part 40. This includes necessary collection and identification supplies and transportation costs from the collection site to a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory. The split sample method of collection, handling, and storage is to be utilized. U.S. Department of Transportation collections protocols will be followed unless specifically requested by the WVDOT. The vendor will provide a confirmatory test on all positive drug screens using gas chromatography/mass spectrometry technology. Drug test results will be reported to the WVDOT no later than 4:00 p.m. Eastern Time on the third business day following the date of a test. If not reported by that time, the WVDOT will not be charged for the test, and the vendor will not reschedule a test for the purpose of meeting this required timeframe. For the purposes of this requirement, business days are Monday through Friday.
3. The vendor will provide for mobile, on-site alcohol testing that must be conducted using equipment approved by the U.S. Department of Transportation and found on their Conforming Products List. U.S. Department of Transportation collection protocols, found in Title 49 CFR Part 40, must be followed unless specifically requested by the WVDOT. The vendor must provide for a confirmatory alcohol test on all breath concentrations in excess of 0.02.
4. It will not be tolerated for any collector to begin random testing without the presence of the organization's site supervisor who handles the drug and alcohol testing program for their specific organization.
5. The vendor will not charge WVDOT for specimen adulteration assays.
6. The vendor will not charge WVDOT for handling of rejected specimens or those otherwise unfit for testing.

7. The vendor must include the cost of a qualified Medical Review Officer (MRO) in their per test cost. Due to the size and needs of the West Virginia Department of Transportation, the MRO must be a full-time MRO.
8. The vendor shall provide mobile testing and testing services, from 7:00 a.m. until 5:00 p.m. After hours services (including Saturday and Sunday collections, if necessary) shall be required in emergency situations.
9. All scheduling of pre-employment and follow-up testing must be handled promptly by the vendor. All tests must be completed within two days. Clinic scheduling will be necessary.
10. If necessary, the vendor shall provide for the collection of blood specimens.
11. The vendor shall provide for the submission of blind samples as required by federal regulation.
12. The vendor shall provide computer software or a secured internet-based result reporting and random pool maintenance module at no cost to the WV DOT for tracking, management and record maintenance of the WVDOT program. The software or internet-based result reporting utilized must contain all necessary components to permit the Medical Review Officer's report to be submitted and contained in the database. The vendor must provide the WVDOT with inquiry access to the software or internet-based result reporting from a WVDOT personal computer located in the offices of the WVDOT Human Resources Division.

The vendor will be required to demonstrate at no cost to the WV DOT all functions relative to program tracking, management and record maintenance in the WVDOT Human Resources Division. The WVDOT reserves the right to determine acceptability and to approve or reject software or internet-based result reporting. Software or internet-based result reporting deemed acceptable shall be added by addendum.

The State shall not accept any exclusive provisions or arrangements that prohibit competition among vendors.

The vendor shall be required to name the software or internet-based result reporting proposed for use under this contract in the bid. Failure to submit a bid using approved software or to name such software in the bid shall result in rejection of the bid.

13. The vendor shall ensure that strict rules of confidentiality are maintained at all times. All test results and material acquired shall become the property of the WVDOT and the State of West Virginia. The custody and control form and the

alcohol testing form must be attached to the MRO report for each employee when received by the WVDOT. Information shall not be released without prior express written consent of the WVDOT.

14. The vendor must identify their subcontractors and the portions of the program they intend to subcontract.
15. The vendor shall provide information and costs for any other services they provide relevant to drug and alcohol testing service, such as expert testimony (including MRO testimony), laboratory litigation packages, etc.
16. The vendor shall provide the respective Agencies with a written recapitulation of the testing program on a monthly basis.
17. The WVDOT will not pay the selected vendor for waiting time. A collection is complete only after every employee has met his/her testing obligations.
18. The WVDOT will not pay the selected vendor for initial set-up fee or for any renewal fees if the contract is renewed.
19. The bidder must carry commercial general liability insurance at a minimum of \$1,000,000. The successful bidder must provide the certificate of insurance at the time of award.
20. The vendor must provide information relating to its experience and reliability in regard to drug and alcohol testing programs with other firms having at least 1500 covered employees. This would include the size and type of program (e.g., regulated versus non-regulated). Vendors must provide a listing of references and clients who may have knowledge of the vendor's ability, reliability and experience. A minimum of five (5) organizational references, including all contracts with at least 1500 covered employees, listing telephone numbers, length of contracts, number of tests conducted annually and a brief narrative of services provided, is required.
21. The WVDOT reserves the right to seek clarifications of vendor submissions. Nothing may be submitted after the bid opening date and time to alter the vendor's proposal.
22. With approval of the Purchasing Division, the WVDOT reserves the right to reject any and/or all bids and to select the bid that is low bid meeting all terms and conditions of this Request for Quotations. A vendor shall be disqualified if all requirements are not met at the time of evaluation.

**Confidentiality**

The vendor shall not use or disclose at any time during or after the termination of this contract any information discovered or developed in the course of the performance of this contract without the express written consent of the WVDOT. Any and all reports related to this contract shall be submitted to the Secretary of Transportation through the respective Agencies Program Administrator.

**Ownership of Materials Developed**

Any materials and communications developed by the vendor in the course of performance of this contract shall be the property of the WVDOT, which shall be free to use such materials and communications as it sees fit.

**Implementation**

The vendor shall implement the requested program no later than ten (10) days following the award.

## Exhibit I

**TESTING LOCATIONS****District One -1334 Smith Street, Charleston, WV 25301 (304) 558-3001**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0127	Mason	Point Pleasant, WV	(304) 675-0853
0140	Putnam	Red House, WV	(304) 586-2381
0120	Kanawha	Elkview, WV	(304) 558-9155
		N. Charleston 2800 W. Washington St.	(304) 744-3050
		Chelyan, WV	(304) 558-3010
		St. Albans, WV	(304) 722-0600
0108	Clay	Clay, WV	(304) 587-4241
0103	Boone	Danville, WV	(304) 369-7808

**District Two – 801 Madison Avenue, Huntington, WV 25712 (304) 528-5625**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0206	Cabell	Barboursville, WV	(304) 736-3111
0250	Wayne	Wayne, WV	(304) 272-5127
0222	Lincoln	West Hamlin, WV	(304) 824-3434
0223	Logan	Wilkinson, WV	(304) 792-7035
0230	Mingo	Williamson, WV	(304) 235-6003

**District Three – 624 Depot Street, Parkersburg, WV 26101 (304) 420-4595**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0337	Pleasants	Belmont, WV	(304) 665-2466
0354	Wood	Parkersburg, WV	(304) 420-4700
0343	Ritchie	Harrisville, WV	(304) 869-3331
0353	Wirt	Elizabeth, WV	(304) 275-4211
0307	Calhoun	Millstone, WV	(304) 354-9227
0318	Jackson	Ripley, WV	(304) 372-7857
0344	Roane	Spencer, WV	(304) 927-0962

**District Four – Meadowbrook Road, Clarksburg, WV 26302 (304) 842-1500**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0431	Monongalia	Morgantown, WV	(304) 285-3207
0439	Preston	Albright, WV	(304) 329-0192
0425	Marion	Fairmont, WV	(304) 367-2730
0417	Harrison	Clarksburg, WV	(304) 627-2140
0446	Taylor	Grafton, WV	(304) 265-6110
0409	Doddridge	West Union, WV	(304) 627-2412

**District Five – US 50, Burlington, WV 26710 (304) 289-3521**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0533	Morgan	Berkeley Springs, WV	(304) 258-2578
0502	Berkeley	Martinsburg, WV	(304) 267-0060
0519	Jefferson	Kearneysville, WV	(304) 725-5821
0529	Mineral	New Creek, WV	(304) 788-1221
0514	Hampshire	Romney, WV	(304) 822-4167
0512	Grant	Petersburg, WV	(304) 257-4455
0516	Hardy	Moorefield, WV	(304) 434-2525

**District Six – 1 DOT Drive, Moundsville, WV 26041 (304) 843-4000**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0615	Hancock	New Cumberland, WV	(304) 238-1200
0605	Brooke	Wellsburg, WV	(304) 238-1199
0635	Ohio	Triadelphia, WV	(304) 238-1202
0626	Marshall	Glen Dale, WV	(304) 843-4055
0652	Wetzel	New Martinsville, WV	(304) 843-4058
0648	Tyler	Sistersville, WV	(304) 843-4057

**District Seven – 255 Depot Street, Weston, WV 26452 (304) 269-0414**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0701	Barbour	Philippi, WV	(304) 457-1597
0721	Lewis	Weston, WV	(304) 269-0470
0749	Upshur	Buckhannon, WV	(304) 473-4225
0711	Gilmer	Glenville, WV	(304) 462-7325
0704	Braxton	Gassaway, WV	(304) 364-5238
0751	Webster	Webster Springs, WV	(304) 847-2114

**District Eight – US Route 219 North, Elkins, WV 26241 (304) 637-0220**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0847	Tucker	Parsons, WV	(304) 478-2304
0842	Randolph	Elkins, WV	(304) 637-0265
0836	Pendleton	Franklin, WV	(304) 358-2702
0838	Pocahontas	Marlinton, WV	(304) 799-4867

**District Nine – 103 ½ Church Street, Lewisburg, WV 24901 (304) 647-7450**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0934	Nicholas	Summersville, WV	(304) 872-0811
0910	Fayette	Oak Hill, WV	(304) 256-6940
0913	Greenbrier	Lewisburg, WV	(304) 647-7465
0945	Summers	Hinton, WV	(304) 466-2802
0932	Monroe	Union, WV	(304) 772-3037

**District Ten – 270 Hardwood Lane, Princeton, WV 24740 (304) 487-5228**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
1041	Raleigh	Beckley, WV	(304) 256-6746
1055	Wyoming	Pineville, WV	(304) 732-7563
1028	Mercer	Princeton, WV	(304) 425-2782
1024	McDowell	Welch (Havaco), WV	(304) 436-8411



**ADDITIONAL LOCATIONS**

**West Virginia State Rail Authority  
120 Water Plant Drive  
Moorefield, WV 26836  
(304) 538-2305**

**Potomac Eagle Excursion  
Wappocomo Station  
Route 28 North  
Romney, WV 26757**

**West Virginia Parkways Authority  
3310 Piedmont Road  
Charleston, WV 25325  
(304) 926-1900**

**WV Division of Highways Equipment Division  
Buckhannon, WV 26201  
(304) 472-1750**

**WV Division of Highways  
Materials Control, Soils & Testing Division  
190 Dry Branch Road  
Charleston, WV 25306  
(304) 558-3770**

## BID COST

All per test costs are to be based upon an all-inclusive collection as seen through the entire process of analysis, culminating with the certification of results and proper reporting of such results to the Human Resources Division or the appropriate Agency Program Manager. Alcohol and drug screening requires separate pricing. Regular hours testing (Monday-Friday, 7:00 a.m.-5:00 p.m.) and after hours testing (Saturday & Sunday, 5:01 p.m.-6:59 a.m.) requires separate pricing.

The West Virginia Department of Transportation requests your bid based on the following estimated quantities:

	<u>Usage</u>	<u>Total Cost</u>	<u>Extension</u>
1. Drug Screening	<u>2000</u>	<u>\$41.00</u>	<u>\$82,000.</u>
After hours	<u>30</u>	<u>.00</u>	<u>.00</u>
2. Alcohol Testing	<u>800</u>	<u>\$13.00</u>	<u>\$10,400.</u>
After hours	<u>20</u>	<u>.00</u>	<u>.00</u>
3. Expert Witness Testimony			
Collector Testimony	<u>10</u>	<u>.00</u>	<u>.00</u>
Deposition	<u>10</u>	<u>.00</u>	<u>.00</u>
Expert Witness Testimony	<u>10</u>	<u>.00</u>	<u>.00</u>
4. Laboratory Litigation Packages	<u>2</u>	<u>.00</u>	<u>.00</u>
5. Clinics ( <u>total cost</u> , i.e. charge for clinic + cost of test)	<u>100</u>	<u>\$52.00</u>	<u>\$ 5,200.</u>
6. Blind Specimens	<u>54</u>	<u>.00</u>	<u>.00</u>
7. No-Show Charges	<u>20</u>	<u>\$20.00</u>	<u>\$\$ 400.00</u>
8. Emergency Service Rates	<u>12</u>	<u>.00</u>	<u>.00</u>
		<b>Total</b>	<b><u>\$ 98,000.</u></b>

Include the name of the software or internet-based result reporting: \_\_\_\_\_  
Drug Pak-Scanlon - WebTox

The vendor shall be required to perform all of the services named above. Failure to provide the services and bid prices shall result in disqualification of the bid.

## INTRODUCTION

We at Joe Boggs & Associates, Inc. are pleased to present this quotation for drug and alcohol testing to the West Virginia Department of Transportation. As an experienced Third Party Administrator with years of experience in both regulated and non-regulated drug and alcohol testing our program will provide excellent service in the most flexible and non-disruptive manner available.

Joe Boggs & Associates, Inc. offers access to the most technically sound and legally defensible drug and alcohol services available. Our program utilizes fully trained collectors, certified Medical Review Officers, and SAMSHA certified laboratories. This quotation offers a comprehensive program to fulfill the requirements of the U.S. DOT and at the same time keeps costs and interference in the day-to-day activities of the operating agencies to a minimum.

As a company that is truly locally owned and operated, Joe Boggs & Associates, Inc. is not a subsidiary or franchise of any other entity and must stand on our own merit. In today's competitive marketplace our success has come from delivering quality services while maintaining personal customer relations with clients whether large or small. Delivering these services in a state with such diverse geography, varying population densities, different client needs, and changing regulations requires us to be flexible and innovative. We are committed to making drug and alcohol testing as efficient and trouble-free as possible.

This quotation reflects procedures for testing by Federal regulations. If the West Virginia Department of Transportation or its' operating agencies should need non-regulated testing all procedures and costs would be the same.

## VENDOR REQUIREMENTS

1. Random selection methodology – Joe Boggs & Associates, Inc. will perform random selections in a manner meeting the requirements of title 49 CFR 382.305(i). Details of this process are provided on page 6.
2. On-site urine collections – Joe Boggs & Associates, Inc. will provide mobile on-site collections. Details of collection and testing methodologies are provided on page 6.
3. On-site alcohol testing - Joe Boggs & Associates, Inc. will provide mobile on-site alcohol testing in a manner meeting the requirements of 49 CFR 40.221 through 40.277. Details of testing methodologies and equipment to be used are provided on page 6.
4. Specimen adulteration assays - Joe Boggs & Associates, Inc. agrees that there will be no charge to WV DOH for adulteration assays. All adulteration assays will be conducted by the SAMHSA certified laboratory as required by 49 CFR 40.95 as an integral part of the laboratory's urine screening and testing procedures.
5. Rejected Specimens - Joe Boggs & Associates, Inc. agrees that there will be no charge to WV DOH for specimens rejected by the NIDA certified laboratory as unfit for testing. Rejected specimens shall be reviewed by the Medical Review Officer and handled as required by 49 CFR 40.201.
6. Medical Review Officer (MRO) - Joe Boggs & Associates, Inc. agrees to include the cost of a qualified MRO in the per test costs submitted in this quotation. Joe Boggs & Associates, Inc. as a Third Party Administrator (TPA) has an in-house MRO, Dr. Glen Wright M.D. and a Certified Assistant MRO, Ritchie A Boggs here in Charleston, WV. Additionally, we have another fulltime MRO service (USIS Commercial Services) to be used in the event of unusual or unexpected circumstances. The back-up MRO service uses Dr. Dennis N. Demby, M.D. and Dr. James Byers, M.D. Certificates of qualification are provided in APPENDIX B.
7. Hours of testing - Joe Boggs & Associates, Inc. agrees to perform mobile collections and testing services from 7:00 a.m. to 5:00 p.m. Monday through Friday. Methods of handling after hours and holiday mobile collection and testing services is addressed on page 7.
8. Blood Specimens – Joe Boggs & Associates, Inc. agrees to provide blood specimen collections to the WV DOH if necessary through licensed medical facilities and/or medical professionals to meet the requirements of 49 CFR 40.195. We at Joe Boggs & Associates, Inc. has an Phlebotomist on staff.
9. Blind Specimens - Joe Boggs & Associates, Inc. agrees to submit blind specimens for the WV DOH necessary to meet the requirements of 49 CFR 40.103 at no charge.
10. Software - Joe Boggs & Associates, Inc. agrees to use approved software for the transmission of MRO results and laboratory sample receipt. For details see page 8.

11. Confidentiality - Joe Boggs & Associates, Inc. agrees to the confidentiality requirements of this RFQ and to the confidential maintenance of records as required by 49 CFR Parts 40.351 and 382.405.
12. Subcontractor identification - Joe Boggs & Associates, Inc. intends to use the following subcontractors;

SAMSHA Certified Laboratory

MedTox Laboratories, Inc  
402 West County Road D  
St. Paul, MN 55112  
(800) 832-3244  
(primary lab)

Laboratory Corp of America  
4009 Barrett Drive  
Raleigh, NC 27614  
(919) 782-8961  
(back-up lab)

Medical Review Officer

Dr. Glen Wright, M.D.  
1703 Woodvale Drive  
Charleston, WV 25314  
(304) 345-6119  
(primary MRO)

Assistant MRO Ritchie A Boggs  
1703 Woodvale Drive  
Charleston, WV 25314  
(304) 345-8985  
(Assistant MRO)

Dr. Dennis M. Denby, M.D. or Dr. James F. Byers, M.D.  
USIS Commercial Services  
125 Lincoln Avenue  
Grove City, PA 16127  
(800) 888-1735  
(back-up MRO service)

Various Medical Personnel

Various medical personnel that may be used (normally in a clinical situation) to draw blood for the reasons allowed under 49 CFR 40.195.

13. Other Services – Information for other services and their costs are detailed on page 8.

14. Written recapitulation – Joe Boggs & Associates, Inc. shall provide to WV DOH's designated representative a written recapitulation on a monthly basis. This recapitulation will be in a mutually agreeable format such as documentation faxed, mailed, or transmitted by e-mail in an MS Excel format.
15. Waiting Time - Joe Boggs & Associates, Inc. understands there will be no payment for waiting time. Including no renewal fee's and set-up fees.
16. Insurance – Joe Boggs & Associates, Inc. has the required \$1,000,000 of insurance. Coverage declarations and a certificate of insurance from Nationwide Mutual Fire Insurance Company is attached to this quotation. Page 11
17. Vendor experience – Details of Joe Boggs & Associates, Inc. experience, reliability, and references may be found on page 8. References are listed on pages 9 & 10.

### **QUALIFICATIONS OF PERSONNEL**

Qualification details of personnel Joe Boggs & Associates, Inc. proposes to use in the performance of the collection and result certification process can be found on page 10 and in Appendixes A-D.

### **CONFIDENTIALITY**

If awarded this contract Joe Boggs & Associates, Inc. agrees not to use or disclose at any time during or after the termination of the contract any information discovered or developed in the course of performance of the contract without the express written consent of the WVDOH except as required by 49 CFR Part 40.331. Any and all reports related to this contract will be submitted to the West Virginia Secretary of Transportation through the Program Coordinator of each respective Agency.

### **OWNERSHIP OF MATERIAL DEVELOPED**

Joe Boggs & Associates, Inc. agrees that if awarded this contract any materials and communications developed by the vendor in the course of performance of this contract shall be the property of the WV DOT. It is further agreed that the WV DOT shall be free to use such materials and communications as it sees fit.

### **IMPLEMENTATION**

Joe Boggs & Associates, Inc. will begin implementation of the contract immediately upon award. Random collections can begin within seven business days of contract award.

## EVALUATION CRITERIA

### PROPOSED METHOD OF PERFORMANCE

Joe Boggs and Associates, Inc plans to implement the WVDOT's Drug and Alcohol Testing Programs by communicating with the Program Managers identified by the Agency. Coordination of activities in a manner that protects the sensitive information developed in this type employee program is essential to the method of performance our organization can provide. We anticipate communicating daily with the WVDOT and are prepared to direct the necessary company resources to manage the Agency's Programs in a cost-effective manner. Joe Boggs and Associates, Inc. (Vendor) will implement the WVDOT's Drug and Alcohol Testing programs for safety-sensitive employees in the following ways as defined by this RFQ:

- **Method of Collection:** Vendor will collect all breath and/or urine samples in compliance with 49 CFR Part 40 protocols. Collections will be conducted at the specific County Headquarters unless noted. The split sample method of urine collection will be followed as described in the aforementioned regulation. Non-regulated breath and/or urine collections (if required by the WVDOT) will be conducted using the same protocols to ensure program consistency unless the Vendor is directed to deviate from these protocols by the Agency.
- **Equipment to be Used:** All breath alcohol testing will be performed with an evidential breath testing (EBT) device. Specifically Joe Boggs & Associates, Inc. uses the Alco-Sensor IV manufactured by Intoximeters, Inc. of St. Louis, MO. This device is included in the National Highway Traffic Safety Administration's "List of Conforming Products" as required by 49CFR 40.231(a) and is therefore eligible for use in US DOT regulated alcohol testing. Each EBT is connected to an Intoximeter RBT IV which is a battery powered unit that provides a printout of each test in accordance to 49CFR 40.231(b). Joe Boggs & Associates, Inc. currently has five Alco-Sensor IV/RBT IV combinations in use. Joe Boggs & Associates, Inc. uses no other types of alcohol screening devices such as a saliva testing device since non-EBT's cannot be used for confirmation tests. Non-regulated alcohol tests are performed in an identical manner except the alcohol testing form specifically identifies the test as Non-DOT.

Urine collections will be conducted using standard test kits and Control and Custody Forms approved by the USDOT in 49 CFR part 40 (and Part 382 or 219 as applicable) for all regulated collections. Non-regulated collections (if applicable) will be conducted using the same protocols as directed by the WVDOT. Non-regulated breath and/or urine collections will use standard industry accepted Control and Custody forms.

- **Random Testing Pool Establishment and Selection Criteria:** All random selections will be made in a manner consistent with regulations found in 49 CFR part 40 ( and 49 CFR part 382/219). Vendor proposes a geographical selection mechanism for the DOH. Each of the WVDOT's ten (10) Districts will constitute a distinct pool of eligible employees.

Each quarter, a random selection tool will be used to identify three (3) distinct pools from the ten (10) District pools. Once the three (3) district pools have been identified, an appropriate number (based on current USDOT defined minimum amounts of testing) of employees will be randomly selected for testing. Once the employees have been identified, Vendor will conduct random testing in bulk at the District and/or County level. Vendor will return to the specific location to as necessary to fulfill the organizations and/or employee's obligation to ensure that every employee selected is tested if available. WVEDPA and the RMA's random selection mechanism will also be quarterly and collected in bulk, but based on the total number of employees in their respective testing pools.

- Scheduling of Testing:** Vendor will convey random testing location information to the Program Coordinators on a weekly basis. Pre-employment and Return-to-Duty/Follow-up testing will typically be requested by the Agency, scheduled by the Vendor and collected within three days of the WVDOT's request for such testing. In no situation will the time frame between requesting, scheduling and conducting these particular types of testing exceed seven (7) days. Vendor will attempt to conduct all Pre-employment and Return-to-Duty to duty testing at a District or County Headquarters to ensure consistency and provide for greater Custody and Control Form utilization by trained Vendor employees. In rare situations, clinics will be utilized but Vendor is well aware of the unavailability of trained personnel to collect urine samples at these facilities and the ramifications of conducting employee drug/alcohol testing at these facilities. Post Accident and Reasonable Suspicion testing will be conducted on site through coordination of activities with the Program Coordinators within specific time-frames as established by 49 CFR 382 (or 219).
- Situations:** Special situations will be handled in a manner consistent with applicable regulations for such testing. Vendor will coordinate special collections with the Program Coordinators. Vendor is aware the Agency is sometimes required to work shifts and will schedule all testing, including random testing, accordingly. Emergency situations will be handled by providing the Program Manager(s) and their designee's with a list of phone numbers for after hours and holiday use.

Joe Boggs & Associates, Inc. (800) 321-7694 or (304) 345-1396

These numbers are forwarded to the home of Joe Boggs after hours.

Dr Glen Wright	(H) 304-345-8985	(M) 304-546-9737
Joe Boggs	(H) 304-345-1435	(M) 304-545-1563
Gary Silman	(H) 304-342-8980	(M) 304-546-6793
Edward Pritt	(H) 304-636-6935	(M) 304-636-5935
Robert Turner Sr	(H) 304-755-3650	(M) 304-546-4727
Ritchie Boggs	(H) 304-344-5225	(M) 304-546-6315
Edward Huey	(H) 304-762-2416	(M) 304-208-0261
Linda Boggs	(H) 304-345-1435	(M) 304-545-1563
Ashley Smith		(M) 304-546-7694
Tom Devault	(H) 724-878-5695	(M) 304-276-0476
Glen Thaxton	(H) 304-645-7217	(M) 304-646-6243



- **Software:** Vendor will provide Drug Pak Software Suite for Windows by Scanlon Associates of State College, PA for drug and alcohol program management software. Features include personnel information management, random scheduling, pool group maintenance, management reports, regulatory reports, and test recordkeeping.

Additionally, specimen arrival at MedTox Laboratories, including viewing the chain-of-custody may be viewed through access to the WebTox system. WV DOH, Parkways, and Rail Authority would designate individuals that will be allowed access to the system for their agency.

- **Other:** Dr. Glen Wright is the in-house MRO for Joe Boggs & Associates, Inc. Dr. Wright practices and lives in Charleston, WV. In the event MRO testimony is required in a hearing, Dr. Wright would not be limited to telephone testimony or incur air travel expenses as an out of state MRO would. If a laboratory litigation package is required it will be obtained by Joe Boggs & Associates, Inc. at no charge to the requesting agency. Charges for collector, MRO, or laboratory personnel testimony will be the responsibility of Joe Boggs & Associates, Inc.

A list of collection sights are included in Appendix F of this quotation. These sites would only be utilized as little as possible. Because of the need for program uniformity, sensitive employee information, and legal ramifications collections should not be left to a third party.

## EXPERIENCE

- **History:** Joe Boggs & Associates, Inc. was incorporated in March of 1987 to provide safety consulting and training services to entities in the transportation industry. Since January of 1990, Joe Boggs & Associates, Inc. has provided Third Party Administrator and mobile collection and testing services for clients in West Virginia, Virginia, Ohio, Kentucky, Indiana, and Tennessee. These drug and alcohol testing services have been both regulated and non-regulated. Client sizes range from the single person owner-operator that must be in a consortium to large organizations such as Key Energy Services and the West Virginia Departments of Transportation. The type of entities served by our company include transportation, mining, manufacturing, construction, distribution, energy production, law enforcement, and municipal governments. Since 1990 approximately twenty-two clients of Joe Boggs & Associates, Inc. have been audited by U.S. DOT. No violations related to third party administration have been noted.

- **References:** The following are some of the four hundred and two clients Joe Boggs & Associates, Inc. currently serves as a Third Party Administrator. Presently there are 15,009 individuals active in five hundred sixty six pool groups.

<b>Boxley Co., Inc.</b>	Contract Start:	February 1997
P.O. Box 13527	Drug Tests 2007:	375
Roanoke, VA 24035	Alcohol Tests 2007:	180
(800) 442-8878	Contacts:	Joyce Kessinger

Both regulated and non-regulated testing is performed for the Boxley Co., Inc. in West Virginia and Virginia. The Boxley Company is a quarrying, ready-mix concrete, block making, and transportation company.

<b>Cecil I. Walker Machinery Co.</b>	Contract Start:	November 1999
P.O. Box 2427	Drug Tests 2007:	316
Charleston, WV 25329	Alcohol Tests 2007:	35
(304) 949-6400	Contacts:	Josie Travis or Andy Southworth

Both regulated and non-regulated testing is performed for Walker Machinery at their branch locations in West Virginia and Ohio. Walker Machinery sells and services Caterpillar construction and mining machinery.

<b>City of South Charleston</b>	Contract Start:	January 1997
P.O. Box 8597	Drug Tests 2007:	150
So. Charleston, WV 25303	Alcohol Tests 2007:	55
(304) 744-5301	Contact:	Chief Rinehart

Both regulated and non-regulated testing is performed for the City of South Charleston for their Police, Fire, Sanitation, Street, Sanitary and Community Center departments.

<b>Key Energy Services</b>	Contract Start:	January 1997
5976 Venture Way	Drug Tests 2007:	2890
Mt. Pleasant, MI 48848	Alcohol Tests 2007:	362
(989) 773-3099	Contact:	Mike Hottinger

Both regulated and non-regulated testing is performed for Key Energy Services. Key Energy is a provider of well services to the oil and gas industry that employs over 2100 regulated and 2400 non-regulated employees.

**Petroleum Transport, Inc.**  
500 River East Drive  
Belle, WV 25015  
(304) 926-3000

Contract Start: July 1998  
Drug Tests 2007: 83  
Alcohol Tests 2007: 27  
Contact: John Ford

Regulated testing is provided for Petroleum Transport, Inc. This is the transportation and delivery subsidiary of Petroleum Products, Inc. with locations in Beckley, Belle, Bluefield, Logan, Nitro, and Pineville West Virginia.

**S T Pipeline, Inc.**  
5 Youngstown Drive  
Clendenin, WV 25064  
(304) 548-7013

Contract Start: May 1999  
Drug Tests 2007: 543  
Alcohol Tests 2007: 20  
Contact: Kelly Moss

Regulated testing is provided for ST Pipeline, Inc. in both FMCSA and RSPA modes. ST Pipeline is a provider of pipeline construction, repair, and maintenance to the oil and gas industry.

~~**West Virginia Dept. of Transportation**~~  
1900 Kanawha Blvd, East  
Building 5, Room A-949  
Charleston, WV 25305  
(304) 768-9733

Contract Start: May 2002  
Drug Tests 2002: 1500  
Alcohol Tests 2002: 97  
Contact: Jeff Black

Both regulated and non-regulated testing is performed for the West Virginia Department of Transportation, Division of Highways. As of July 2002 there were 2549 regulated and 63 non-regulated personnel subject to random selection.

**West Virginia Paving, Inc.**  
2950 Charles Avenue  
Dunbar, WV 25064  
(304) 768-9733

Contract Start: March 1999  
Drug Tests 2007: 435  
Alcohol Tests 2007: 45  
Contact: Kelli Samples

Both regulated and non-regulated testing is performed for West Virginia Paving, Inc. and its' Southern West Virginia Paving subsidiary. West Virginia paving is the largest paving contractor in the state providing highway paving, repair and construction. Collections and testing are provided at their plants and job locations spread throughout West Virginia.

**West Virginia State Police**  
725 Jefferson Road  
So. Charleston, WV 25309  
(304) 746-2114

Contract Start: July 2000  
Drug Tests 2002: 259  
Alcohol Tests 2002: 0  
Contact: Lt. Gordon Ingold

Non-regulated testing is performed for the West Virginia State Police. There are currently 842 uniformed and safety sensitive civilian personnel in the random selection pool. Collections are performed in all 55 counties of West Virginia.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/16/10

**PRODUCER**  
Partners Insurance & Financial Services, Inc.  
408 Tennessee Ave.  
Charleston, WV 25302

**INSURED**  
Joe Boggs & Associates, Inc.  
P.O. Box 771  
Charleston, WV 25323-0771

THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

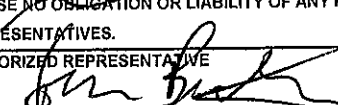
INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Nationwide Mutual Fire Insurance Company	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	ACP 5713131047	3/9/10	3/9/11	EACH OCCURRENCE	\$ 1,000,000
					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$ 1,000,000
					GENERAL AGGREGATE	\$ 1,000,000
					PRODUCTS - COMP/OP AGG	\$ 1,000,000
						\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	ACP 5713131047	3/9/10	3/9/11	COMBINED SINGLE LIMIT (Ea accident)	\$ 500,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$
	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER	CANCELLATION
West Virginia Department of Highways 1900 Kanawha Blvd. E. Building 5 Room 949 Charleston, WV 25305	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 

**APPENDIX D**

**BREATH ALCOHOL TECHNICIAN**

**CERTIFICATIONS**

# Certificate of Completion

This Certifies that on December 5th 2007

**Joe Boggs**

Successfully Completed the curriculum specified by the U.S. Department of Transportation (DOT)  
for certification for

**Breath Alcohol Technician (BAT)  
Refresher Training**

By demonstrating proficiency in the use of the Evidential Breath Testing (EBT), conduct seven error free tests, review of the device's Quality Assurance Plan, and demonstration of proficiency in conducting calibration/accuracy checks of the:

**Intoximeters Alco-Sensor IV RBT IV**



Richie A. Boggs, Trainer

Joe Boggs & Associates, Inc.  
1703 Woodvale Drive  
Charleston, West Virginia 25314

Certification Number: 0712955823  
Certification Expiration Date: December 5th 2012

# Certificate of Completion

This Certifies that on June 30th 2006

**Edward Huey**

Successfully Completed the curriculum specified by the U.S. Department of Transportation (DOT)  
for certification as a

**Breath Alcohol Technician (BAT)**

and

**Evidential Breath Test (EBT) Operator**

By demonstrating proficiency in the use of the Evidential Breath Testing (EBT), conduct seven error free tests, review of the device's Quality Assurance Plan, and demonstration of proficiency in conducting calibration/accuracy checks of the:

**Intoximeters Alco-Sensor IV RBT IV**



Richie A. Boggs, Trainer

Joe Boggs & Associates, Inc.

1703 Woodvale Drive  
Charleston, West Virginia 25314

Certification Number: 0606303410

Certification Expiration Date: June 30th 2011

# Certificate of Completion

This Certifies that on August 22nd 2007

**Edward Pritt**

Successfully Completed the curriculum specified by the U.S. Department of Transportation (DOT)  
for certification as a

**Breath Alcohol Technician (BAT)**

and

**Evidential Breath Test (EBT) Operator**

By demonstrating proficiency in the use of the Evidential Breath Testing (EBT), conduct seven error free tests, review of the device's Quality Assurance Plan, and demonstration of proficiency in conducting calibration/accuracy checks of the:

**Intoximeters Alco-Sensor IV RBT IV**

Joe Boggs & Associates, Inc.  
1703 Woodvale Drive  
Charleston, West Virginia 25314



Robert J. Turner, Sr., Trainer

Certification Number: 0702225131

Certification Expiration Date: August 22nd 2012



# Certificate of Completion

This Certifies that on November 11th 2007

**Gary T. Silman**

Successfully Completed the curriculum specified by the U.S. Department of Transportation (DOT)  
for certification as a

**Breath Alcohol Technician (BAT)**

and

**Evidential Breath Test (EBT) Operator**

By demonstrating proficiency in the use of the Evidential Breath Testing (EBT), conduct seven error free tests, review of the device's Quality Assurance Plan, and demonstration of proficiency in conducting calibration/accuracy checks of the:

**Intoximeters Alco-Sensor IV RBT IV**



Richie A. Boggs, Trainer

Joe Boggs & Associates, Inc.

1703 Woodvale Drive

Charleston, West Virginia 25314

Certification Number: W71287236

Certification Expiration Date: December 5th 20012

# Certificate of Completion

This Certifies that on December 5th 2007

***Robert J. Turner***

Successfully Completed the curriculum specified by the U.S. Department of Transportation (DOT)  
for certification for

**Breath Alcohol Technician (BAT)  
Refresher Training**

By demonstrating proficiency in the use of the Evidential Breath Testing (EBT), conduct seven error free tests, review of the device's Quality Assurance Plan, and demonstration of proficiency in conducting calibration/accuracy checks of the:

**Intoximeters Alco-Sensor IV RBT IV**

Joe Boggs & Associates, Inc.  
1703 Woodvale Drive  
Charleston, West Virginia 25314



Richie A. Boggs, Trainer

Certification Number: 0912057282

Certification Expiration Date: December 5th 20012

# Certificate of Completion

This Certifies that on December 5th 2007

***Richie A. Boggs***

Successfully Completed the curriculum specified by the U.S. Department of Transportation (DOT)  
for certification for

**Breath Alcohol Technician (BAT)  
Refresher Training**

By demonstrating proficiency in the use of the Evidential Breath Testing (EBT), conduct seven error free tests, review of the device's Quality Assurance Plan, and demonstration of proficiency in conducting calibration/accuracy checks of the:

**Intoximeters Alco-Sensor IV RBT IV**



Richie A. Boggs, Trainer

Joe Boggs & Associates, Inc.

1703 Woodvale Drive  
Charleston, West Virginia 25314

Certification Number 0712051307

Certification Expiration Date: December 5th 2012

# **APPENDIX E**

## **LABORATORY CERTIFICATIONS**

# MEDTOX<sup>®</sup> Laboratories, Inc.

## CERTIFICATIONS / ACCREDITATIONS

- National Laboratory Certification Program (DHHS)
- HCFA CLIA ID# 24D0885278
- Medicare Provider# 690000036
- U.S. Drug Enforcement Administration License
- Minnesota Controlled Substance Permit (Drug Researcher License)
- CAP / AACC, Forensic Urine Drug Testing
- State of Florida, Agency for Healthcare Administration
- State of Maryland, Department of Health and Mental Hygiene
- Minnesota, Department of Health
- New York State, Department of Health
- Oklahoma, Department of Health
- State of Maine, Department of Human Services
- Commonwealth of Pennsylvania, Department of Health
- State of Vermont, Department of Health
- International Brotherhood of Teamsters and Trucking Management
- OSHA Blood Lead
- OSHA Cadmium
- California Department of Health Services, Blood Lead
- State of Hawaii, Department of Health
- State of New Hampshire Department of Health and Human Services, Blood Lead
- Ohio Department Health, Blood Lead

### Drugs of Abuse Proficiency Testing

- National Laboratory Certification Program (DHHS)
- CAP / AACC, Forensic Urine Drug Testing
- CAP / AACC, Whole Blood Alcohol / Volatiles
- State of Florida, Agency for Health Care Administration
- New York State, Department of Health
- Commonwealth of Pennsylvania, Department of Health
- Minnesota Bureau of Criminal Apprehension, Alcohol
- Department of Transportation, Blood Alcohol

### Therapeutic Drug Monitoring / Clinical Toxicology Proficiency Testing

- New York State, Department of Health
- CAP Therapeutic Drug Monitoring Comprehensive Special
- CAP Toxicology
- CAP Urine Toxicology
- CAP Immunosuppressive Drugs
- CAP Blood Oximetry
- CAP Pseudocholinesterase

### Metals Proficiency Testing

- CAP / AACC Blood Lead
- CAP Trace Metals
- CAP Cadmium
- New York State, Department of Health Blood Lead, Erythrocyte Protoporphyrin, Mercury
- Centre de Toxicologie du Quebec, OSHA Cadmium
- Centre de Toxicologie du Quebec, Inter-Laboratory Comparison Program, Heavy Metals



## DEPARTMENT OF HEALTH &amp; HUMAN SERVICES

Public Health Service

Alcohol, Drug Abuse and  
Mental Health Administration  
Rockville MD 20857

DEC - 1988

Gary Hemphill, Ph.D.  
Medtox Laboratories, Inc.  
402 West County Road D  
St. Paul, Minnesota 55112

Dear Dr. Hemphill:

I am pleased to inform you that Medtox Laboratories, Inc., St. Paul, Minnesota, has successfully met all of the requirements for laboratory certification as specified in the Department of Health and Human Services' Mandatory Guidelines for Federal Workplace Drug Testing Programs (53 FR 11970).

Medtox Laboratories, Inc. will be placed on the list of laboratories certified as eligible to bid on contracts to perform drug testing for Federal Drug-Free Workplace Programs. The list of laboratories certified by the National Institute on Drug Abuse (NIDA) on behalf of the Department will be sent to all Federal agencies. Monthly updates to this list will be published in the Federal Register, and made available to the general public upon request.

To maintain certification from the Department of Health and Human Services (HHS), Medtox Laboratories, Inc. must continue to meet all the requirements of the Federal Guidelines as specified in Subpart C-- Certification of Laboratories Engaged in Urine Drug Testing for Federal Agencies. Maintenance of certification requires participation in an every-other-month performance testing program plus periodic, on-site inspections (see Sections 3.2(b), 3.17, 3.19 and 3.20).

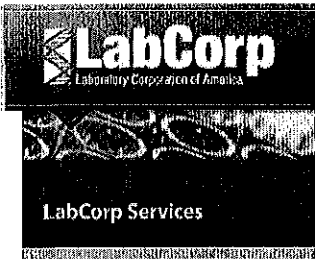
If you have any questions concerning NIDA's National Laboratory Certification Program, please contact the Office of Workplace Initiatives at (301) 443-6780.

The HHS laboratory standards for urine drug testing certification were designed to assure Federal agencies and their employees that the laboratories and scientific and methodological procedures used are of the highest quality. Your laboratory is to be congratulated for meeting all of the requirements of the Department's program.

Sincerely,

Charles R. Schuster, Ph.D.  
Director

National Institute on Drug Abuse



LabCorp Services

## LabCorp Services

### LabCorp Services

[General and Specialty Laboratory Testing](#)

[Ambulatory Monitoring Services](#)

[Bone Marrow / HLA Services](#)

[Clinical Trials Services](#)

[Drug Testing Services](#)

[DNA Identification Services](#)

[Forensic Identity Services](#)

[Health Care Provider Services](#)

[Hospital Services](#)

[Insurance / Health Plan Services](#)

[Paternity Testing Services](#)

[Patient Services](#)

### 70% of health care decisions are guided by lab test results.

LabCorp's expertise is rooted in our dedication to provide physicians with timely, high-quality laboratory tests and services that help them provide improved patient care. In addition, LabCorp is committed to assisting in the development and delivery of new laboratory tests that provide enhanced accuracy and additional clinical information. Our customers include physicians and their patients, hospitals and managed care plans, private employers, military and law enforcement agencies, and pharmaceutical and biotechnology companies.



#### General and Specialty Laboratory Testing Services

LabCorp's laboratory services range from routine testing, such as basic blood counts and cholesterol tests, to highly complex methods that assist in diagnosing genetic conditions, cancers, and other rare diseases.

- Allergy
- Anatomic Pathology
- Cardiology
- Coagulation
- Dermatology
- Endocrinology
- Gastroenterology
- Genetics
- Infectious Diseases
- Obstetrics/Gynecology
- Oncology
- Pain Management
- Pharmacogenetics
- Urology



#### Ambulatory Monitoring Services

Ambulatory Monitoring Services (AMS) provides the medical community with expertise in ambulatory cardiovascular testing, including Holter monitoring, transtelephonic 12-lead ECG analysis, patient-activated event monitoring, and ambulatory blood pressure monitoring.



#### Bone Marrow Services

LabCorp offers bone marrow engraftment monitoring to assess, using PCR technology, the success of a bone marrow or stem cell transplant.



#### Clinical Trials

Esoterix Clinical Trials Services – LabCorp's division for clinical trials – offers custom laboratory services and global capabilities to assist pharmaceutical and drug development companies with the timely, efficient conduct of clinical trials. Our scientific expertise and broad menu of assays provides extensive services to support preclinical through phase IV studies.

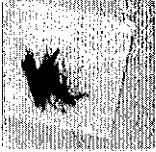
#### Drug Testing Services

LabCorp, the premier substance abuse testing provider in the US, offers a variety of drug testing services and Web-based applications for employers, third-party administrators, and medical review officers.



#### DNA Identification Services

LabCorp's DNA services include parentage testing, forensic testing services for law enforcement agencies, and DNA identification for adoption and immigration purposes. LabCorp can also provide individual DNA profiles for newborns or anyone who wants a permanent record of their DNA profile.



#### Forensic / Identity Services (FID)

LabCorp's unique forensic identity testing laboratory offers a wide range of services employing the most advanced technologies available. Knowledgeable forensic scientists can assist with criminal cases, forensic parentage, reverse paternity, and specimen matching. LabCorp performs DNA analysis using PCR systems, including Profiler/Cofiler (13 CODIS Loci) and Y chromosome, as well as mitochondrial DNA (mtDNA) sequencing.



#### Hospital Services

LabCorp provides the service infrastructure and long-term reliability hospitals require in a primary reference laboratory and the collaboration of a dedicated hospital services organization.



#### Insurance Services

LabCorp is exceptionally qualified to serve managed care plans and its members, health care providers, and the medical community by offering convenience, access, and value as a single-source laboratory solution.



#### Paternity Testing Services

LabCorp's DNA testing can assist in determining parentage or establishing other family relationships for immigration or adoption purposes. In most cases, DNA samples can be obtained using cotton swabs for pain-free collection.



#### Patient Home

LabCorp strives to provide patients with convenient access to services, timely delivery of results to their physicians, and online information about the tests their physicians may order.

[Investor Relations](#) | [Careers](#) | [Media Relations](#) | [HIPAA Information](#) | [Contact Us](#)

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## About LabCorp

### About LabCorp

[Company History](#)

[Media Relations](#)

[Investor Relations](#)

[Careers](#)

[Senior Scientific Team](#)

LabCorp provides leading-edge medical laboratory tests and services through a national network of primary clinical laboratories and specialized Centers of Excellence.

Recognized for our innovation, quality, and customer convenience, LabCorp delivers timely, accurate results for improved patient care.

With scientific expertise in esoteric testing, genomics, and clinical and anatomic pathology, LabCorp performs more than one million tests on approximately 400,000 samples each day. LabCorp is a pioneer in applying advances in medicine and science to laboratory testing, with more than 35 years of experience in serving physicians and their patients.

LabCorp operates a sophisticated laboratory network, with corporate headquarters in Burlington, NC, and over 28,000 employees worldwide. Our 220,000 clients include physician offices, hospitals, managed care organizations, and biotechnology and pharmaceutical companies. Laboratory Corporation of America Holdings is listed on the New York Stock Exchange (NYSE) under ticker symbol LH.

### Investor Relations

Visit the [LabCorp Investor Relations](#) site.

### Media Relations Inquiries

For Media Relations inquiries, visit the [Media Relations](#) pages.

[Investor Relations](#) | 
 [Careers](#) | 
 [Media Relations](#) | 
 [HIPAA Information](#) | 
 [Contact Us](#)

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# Innovation. Quality. Convenience.

Whether the needs are large or small, routine or complex, physicians and patients can depend on us for access to a full range of the highest quality diagnostic testing.

## I Am a Patient >>

- [Find a Lab](#)
- [Schedule an Appointment](#)
- [My Bill](#)
- [Health Library](#)
- [Results](#)
- [Patient Contacts](#)

>> [Go](#)

## I Am a Health Care Provider >>

- [Test Menu](#)
- [Connectivity Solutions](#)
- [Resources](#)
- [What's New](#)
- [Provider Tools](#)
- [Provider Contacts](#)

>> [Go](#)

## I Am an Insurer >>

- [Find a Lab](#)
- [Test Menu](#)
- [The LabCorp Difference](#)
- [DataLink](#)
- [Resources](#)
- [Insurer Contacts](#)

>> [Go](#)



### Find a Lab For Specimen Collection

OR

[Advanced Search](#) [Schedule An Appointment](#)

### Specialty Services

[Ambulatory Monitoring](#) | [Clinical Trials](#)

[DNA Identification](#) | [Hospital](#) | [Bone Marrow](#)

[Drug Testing](#) | [Forensic Identify](#) | [Paternity](#)

### News

[LabCorp completes acquisition of Genzyme Genetics \(PDF\)](#)

[LabCorp In Step With Advances in Genetic Sequencing for Cardiovascular Disease](#)

[Duke, LabCorp combine forces to create The Biomarker Factory \(PDF\)](#)

**APPENDIX F**

**EMERGENCY**

**COLLECTION SITES**

COLLECTION SITES—WV

Analabs  
196 Dayton Street  
Crab Orchard, WV 25827  
Attn: Anissa  
800/880-6406 FAX 304/255-2410

Braxton County Memorial Hospital  
100 Hoylman Drive  
Gassaway, WV 26624  
Attn: Amy  
304/364-1108 FAX 304/364-4649

Business Health Service  
2000 Foundation Way St 2200  
Martinsburg, WV 25401  
Attn: Mary Horton  
304-264-1247 FAX 304/264-1279

Davis Memorial Hospital  
812 Reed St & Gorman Ave  
Elkins, WV 26241  
Rita Howe  
304/637-3861 FAX 304/637-3726

Grant Memorial Hospital  
Rt 4 & 28  
Petersburg, WV 26847  
Attn: Debbie Bishop  
304/257-1026 FAX 304/257-4940

Holzer Clinic  
2605 Jackson Ave  
Point Pleasant, WV 25550  
Attn: Jennifer  
304/675-4590 FAX 304/675-6569

Jefferson Memorial Hospital  
300 So Preston  
Ranson, WV 25438  
Attn: Tina Roach  
304/728-1600 FAX 304/725-1353

Joe Boggs & Associates, Inc.  
1703 Woodvale Dr  
Charleston, WV 25314  
Linda Boggs  
304/3451396 FAX 304/3451435

Logan Regional Medical Center  
20 Hospital Drive  
Logan, WV 25601  
Attn: Ms Brown  
304/831-1159 FAX 304/831-1937

Medbrook  
1370 Johnson Ave  
Bridgeport, WV 26330  
Attn: Beth  
800/842-7181 FAX 304/847-7495

Mid-Ohio Valley Medical  
800 Grand Central Mall St 4  
Vienna, WV 26105  
Attn: Leah  
304/485-7127 FAX 304/485-4016

Primecare 12  
702 Stafford Dr  
Princeton, WV  
304-425-0085

Summersville Memorial Hospital  
400 Fairview Heights Rd  
Summersville, WV 26651  
Dennis  
304/872-5124 FAX 304/872-4590

Occu Med  
2 Stonecrest Dr  
Huntington, WV 25504  
Attn: Donnetta  
304/525-2206 FAX 304/525-6672

Occupationa Health Systems  
92 No 4<sup>th</sup> St Ste 24  
Martins Ferry, OH 43935  
740/633-4199 FAX 740/633-4728

Occupational Medicine  
1417 Main Street  
Follansbee, WV 26037  
304/527-1600 FAX 304/527-1672

Corporate Health Service  
1 Medical Pk Rd  
Wheeling, WV 26003  
304/243-3784 FAX 304/849-6316

**APPENDIX G**

**ALCO-SENSOR IV**

**RBT IV**

**BROCHURE**



# ALCO-SENSOR IV

## RBT IV



# ALCO-SENSOR IV

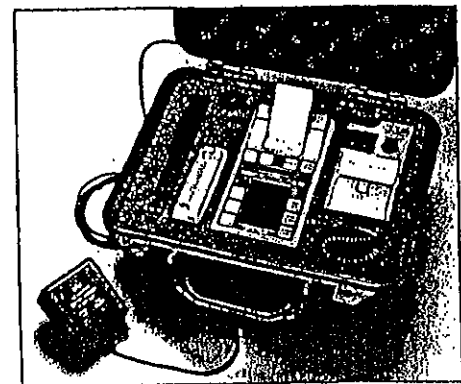
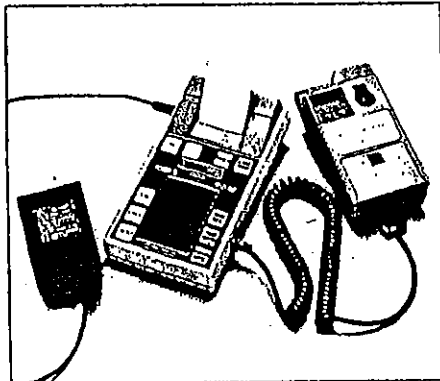
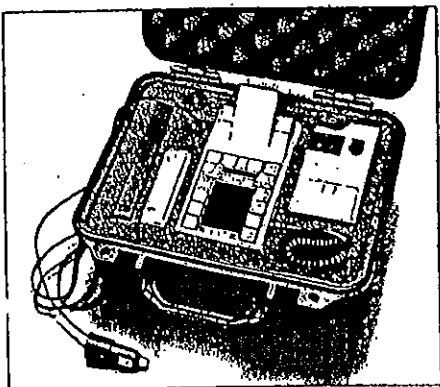
A pocket-sized, automated breath alcohol tester that features a program driven test procedure. Each function is displayed on the LED panel instructing the operator step by step for fail-safe testing. The test result is stored in memory and can be retrieved using the unique RECALL function.

- **ACCURACY:** better than .005 mg/ml at .100 mg/ml level
- **ALCOHOL SPECIFIC - WILL NOT RESPOND TO OTHER SUBSTANCES IN BREATH**
- **AUTOMATICALLY SAMPLES DEEP LUNG BREATH**
- **MOUTHPIECE INSERTION TURNS UNIT ON**
- **DISPLAY REPORTS TEMPERATURE AUTOMATICALLY AT START OF EACH TEST**
- **PRELIMINARY READING IS 90% OR BETTER OF FINAL READING WITHIN 5 SECONDS OF SAMPLE COLLECTION**
- **OPERATES ACCURATELY IN WIDE AMBIENT TEMPERATURE RANGE**
- **AUTOMATIC CALIBRATION**
- **LAST TEST RESULTS STORED IN MEMORY UNTIL NEXT TEST**
- **RAPID SENSOR CLEAN UP**
- **THREE DIGIT LED DISPLAY EASILY READ IN ALL LIGHT CONDITIONS**
- **300 TESTS PER 9 VOLT ALKALINE BATTERY**
- **CAPABLE OF SAMPLING AN UNCONSCIOUS PERSON**
- **LONG-LIFE SENSOR**
- **OFFERS THE POSSIBILITY OF OVER 20 POSITIVE TESTS PER HOUR**
- **MOUTHPIECE RELEASE FEATURE ELIMINATES CONTACT WITH USED MOUTHPIECE**

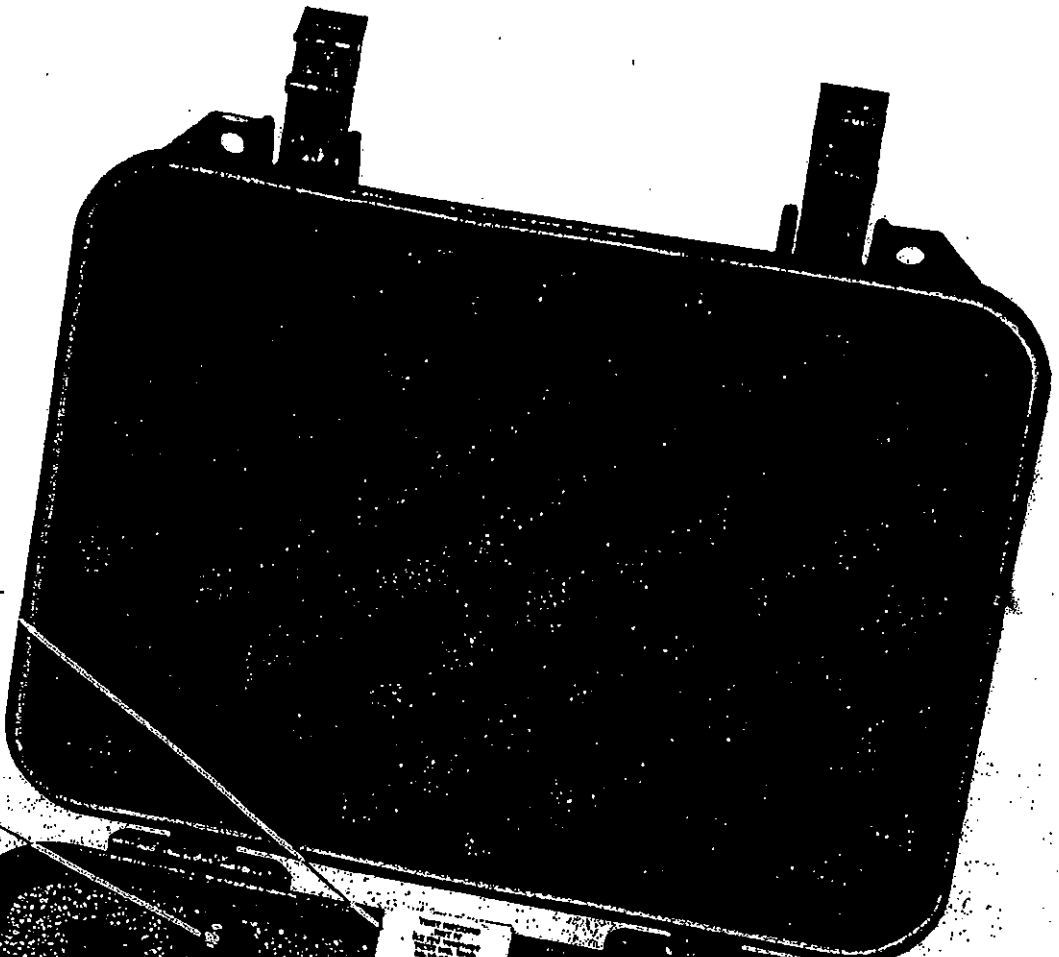
# RBT IV

Is used with the Alco-Sensor IV. This programmed microprocessor produces an automatic evidential hard copy documenting time, date, equipment serial number and test results. Test data from last 1,000 tests are stored in memory and can be retrieved through an RS-232 port to an IBM computer or commercial printer.

- **CALENDAR, TIME AND MEMORY CONTINUALLY MAINTAINED BY BACK-UP LITHIUM BATTERIES**
- **AUTOMATIC PRINTOUT WITH OPTION OF UP TO FOUR COPIES**
- **WILL RUN 50 TESTS OFF ITS INTERNAL 12 VOLT BATTERY**
  - CAN RUN INDEFINITELY OFF 110 OR 240 VOLT CURRENT
  - TEST MAY BE RUN WHILE INTERNAL BATTERY IS BEING CHARGED
- **MAY BE RUN DIRECTLY OFF AC OR DC POWER SOURCE**
- **WATERPROOF CASE**
- **RADIO FREQUENCY INTERFERENCE PROTECTED**
- **NUMEROUS PROGRAM OPTIONS OBTAINABLE THROUGH DIP SWITCHES AT SUPERVISOR'S DISCRETION**
- **COMPACT PORTABLE AND VERSATILE**
- **RECORDS SERIAL NUMBER OF BOTH ALCO-SENSOR AND RBT IV USED FOR TEST**







HARD COPY PRINTOUT

CHARGING PORT

"O" RING SEAL

INTERNAL 12 VOLT BATTERY

CLOCK

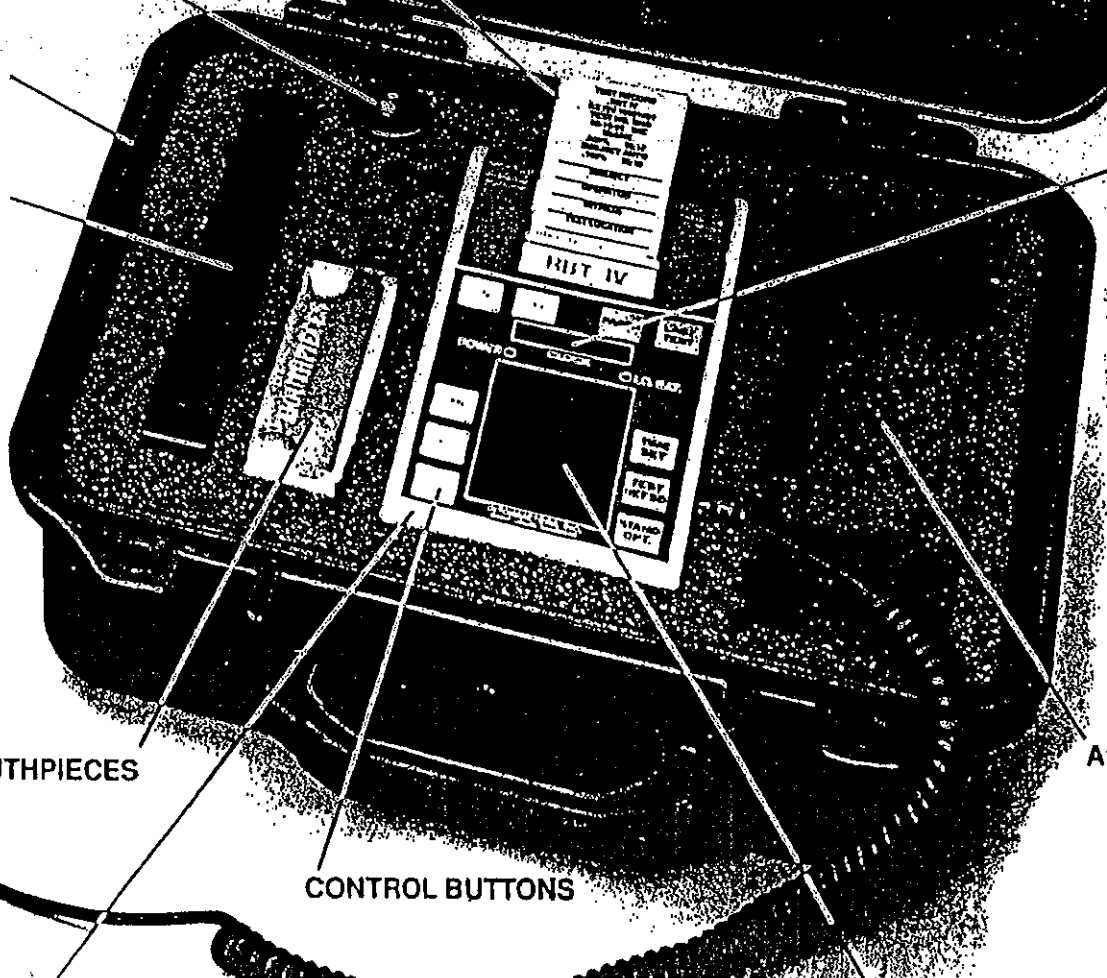


MOUTHPIECES

CONTROL BUTTONS

ALCO-SENSOR STORAGE

ALCO-SENSOR IV



# **ALCO-SENSOR IV / RBT IV**

## **TECHNICAL INFORMATION:**

### **A) ALCO-SENSOR IV**

1. Takes deep lung breath samples automatically
2. Has automatic calibration feature
3. 300 tests per 9 volt alkaline battery
4. Fail-safe test sequence automatically displayed
5. Last test recall function
6. Three digit LED display (.000%)
7. Automatic zeroing
8. Low flow resistance for sampling
9. 15 second test interval if previous test negative
10. 60 second test interval if previous test positive
11. Audible function signals
12. Low battery indicator
13. Can be used in 0 degrees to 104 degrees F temperatures
14. Weight 11 oz - dustproof hardshell storage case included
15. DOT qualified for evidential use
16. Capable of analyzing blood sample
17. Fuel cell sensor - specific for alcohol

### **B) RBT IV**

1. Designed to mate to the Alco-Sensor IV
2. 1000 test memory
3. Operating sequence controlled by optional programs
4. Prints copy of the test record documenting the test number, date, time, operator, subject and results
5. Automatically prints serial numbers of the RBT and the Alco-Sensor used in test
6. Radio Frequency Interference protected
7. Operates on 12 volt rechargeable battery - 50 tests per charge
8. When RBT case is plugged into house current 12 volt battery recharges
9. Low battery indicator
10. Weight 7 lbs - dimensions 12" x 9" x 3 1/2"
11. DOT qualified for evidential use



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

# Request for Quotation

RFQ NUMBER  
 8311C0026

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 BUYER 33  
 304-558-2402

VENDOR \*223130422 304-345-1396  
 JOE BOGGS & ASSOCIATES INC  
 1703 WOODVALE DRIVE  
 CHARLESTON WV 25314

SHIP TO

DATE PRINTED 12/13/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
----------------------------	---------------	----------	--------	---------------

BID OPENING DATE: 01/04/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO ATTACH THE FOLLOWING ITEMS TO THE BID:						
1.) PURCHASING AFFIDAVIT FORM						
2.) RESIDENT VENDOR PREFERENCE FORM						
***** END ADDENDUM NO. 1*****						
0001	1	HR		948-55		\$98,000.
DRUG & ALCOHOL TESTING SERVICES						
***** THIS IS THE END OF RFQ 8311C0026 ***** TOTAL:						\$98,000.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 304/345-1396	DATE 12/20/2010
TITLE President	FEIN 55-066-4639	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

**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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "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 exceeds five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: Joe Boggs & Associates, Inc.

Authorized Signature: [Signature] President Date: 12/20/2010

State of West Virginia

County of Kanawha, to-wit:

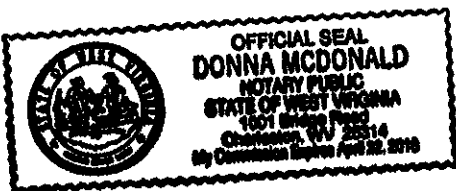
Taken, subscribed, and sworn to before me this 20 day of December, 2010.

My Commission expires April 22, 2012.

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]



State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

**1. Application is made for 2.5% resident vendor preference for the reason checked:**

\_\_\_\_ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**

\_\_\_\_ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**

\_\_\_\_ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or,**

**2. Application is made for 2.5% resident vendor preference for the reason checked:**

\_\_\_\_ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**

**3. Application is made for 2.5% resident vendor preference for the reason checked:**

\_\_\_\_ Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**

**4. Application is made for 5% resident vendor preference for the reason checked:**

Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**

**5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**

\_\_\_\_ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**

**6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**

\_\_\_\_ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: Joe Boggs & Associates, Inc.

Signed: 

Date: 12/20/2010

Title: President

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



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

**Request for Quotation**

RFQ NUMBER  
 8311C0026

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 BUYER 33  
 304-558-2402

VENDOR  
 \*223130422 304-345-1396  
 JOE BOGGS & ASSOCIATES INC  
 1703 WOODVALE DRIVE  
 CHARLESTON WV 25314

SHIP TO  
 DIVISION OF HIGHWAYS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/30/2010				

BID OPENING DATE: 01/11/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 3						
THIS ADDENDUM IS ISSUED TO CHANGE THE BID OPENING DATE FROM:						
01/04/2011 AT 1:30 PM						
TO:						
01/11/2011 AT 1:30 PM						
*****END ADDENDUM NO. 3*****						
0001	1	HR		948-55		\$98,000.
DRUG & ALCOHOL TESTING SERVICES						
***** THIS IS THE END OF RFQ 8311C0026 ***** TOTAL:						\$98,000.00

RECEIVED  
 2011 JAN -4 PM 1:13  
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE 304/345-1396	DATE 01/03/11
TITLE President	FEIN 55-066-4639	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

WV PURCHASING DIVN. Fax 304-558-3970

Jan 7 2011 04:09pm P001/001

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 CHARLESTON WV 25314

SHIP TO  
 DIVISION OF HIGHWAYS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/07/2011				
BID OPENING DATE: 01/18/2011		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 4						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE FROM:						
01/11/2011 AT 1:30 PM TO 01/18/2011 AT 1:30 PM						
*****END ADDENDUM NO. 4*****						
0001	1	HR	948-55			\$98,000.
DRUG & ALCOHOL TESTING SERVICES						
***** THIS IS THE END OF RFQ 8311C0026 ***** TOTAL:						\$98,000.

RECEIVED  
 2011 JAN 13 AM 10:51  
 WV PURCHASING  
 DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE:

TITLE: President

TELEPHONE: 304/345-1396

DATE: 01/10/11

FEIN: 55-0664630

ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

**Request for  
 Quotation**

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 304-558-2402

VENDOR  
 \*223130422 304-345-1396  
 JOE BOGGS & ASSOCIATES INC  
 1703 WOODVALE DRIVE  
 CHARLESTON WV 25314

SHIP TO  
 DIVISION OF HIGHWAYS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
01/14/2011				

BID OPENING DATE: 01/18/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 5						
THIS ADDENDUM IS ISSUED TO ANSWER THE ATTACHED SUBMITTED TECHNICAL QUESTIONS						
*****END ADDENDUM NO. 5*****						
0001	1	HR		948-55		
DRUG & ALCOHOL TESTING SERVICES						
***** THIS IS THE END OF RFQ 8311C0026 ***** TOTAL:						\$98,000.

RECEIVED  
 2011 JAN 18 PM 1:06  
 WV PURCHASING  
 DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE 	TELEPHONE 304-3451396	DATE 1/17/2011
TITLE President	FEIN 55-066-4639	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



## Addendum No. 1

Answers to technical questions.

1. What is the frequency of random selections (e.g. monthly or quarterly)?

Answer: Quarterly

2. What is the volume of urine drug tests and/or breath alcohol tests per event when the collector shows up at one of the mobile onsite locations?

Answer: The volume of testing could range between 10 and 15 at the County Headquarters locations. At the ten District Headquarters locations and Preston and Wood County Headquarters, the volume of testing could range between 30 and 50. Our agency most generally requests one collector per seventeen employees. However, if we have several employees being randomly tested for drug and/or alcohol, we request two collectors at those locations which would be the ten District Headquarters locations, including Preston and Wood County Headquarters.

3. Does the current provider charge mileage or wait time in addition to per test prices?

Answer: Our current vendor did not submit any charges for mileage or wait time in their last bid; however this could change with their future bid.

4. How many fixed collection sites/locations are currently used?

Answer: Our collection sites are located in all 55 counties in West Virginia. Within each of our ten districts, the collection sites are located at each of the ten District Headquarters locations and the County Headquarters. Additionally, collections are handled at our Division locations - Equipment Division in Buckhannon, WV, and Materials Control Division in Charleston, WV. Lastly, random collections are handled for our Parkways Authority, State Rail Authority, and Potomac Eagle Excursion. Parkways Authority handles most of their random collections in Beckley, WV; State Rail Authority at Moorefield, WV; and Potomac Eagle at Romney, WV. Potomac Eagle Excursion's random testing must generally be scheduled on a Saturday during May through October.

1. Who controls mobile scheduling for randoms; DOH or vendor?

Answer: The WV Division of Highways.

2. What are current positive rates for DOH tests?

Answer: Remains under 1%.

3. What are lab and MRO turnaround times for negatives?

Answer: Generally one day.

4. What are lab and MRO turnaround times for positives?

Answer: Dependent on donor contact. Currently generally two-three days.

5. What is the number of clinics being utilized by the current vendor for pre-employment and follow-up tests?

Answer: For close proximity to the donors, the current vendor is utilizing two clinics, one each in the northern and eastern panhandles; and utilizing WV DOH facilities for pre-employment and follow-up tests.

6. Are there any major operational changes since 2007 not reflected in the RFQ?

Answer: 1) Due to district and division managers now handling the site supervision during random testing, the scheduling of random testing is done by the managers based on their availability. 2) All return-to-duty and follow-up drug tests are now directly observed by the collectors in compliance with the rule change of Title 49 CFR Part 40. 3) With the exception of the northern and eastern panhandles, the current vendor has been utilizing WV DOH facilities for all pre-employment, follow-up, return-to-duty, reasonable suspicion, and post-accident testing. The Designated Employer Representative (DER) now notifies all the organizations to make them aware of all pre-employment testing at their locations. 4) The current vendor attaches the custody and control form and the alcohol testing form to the Medical Review Officer's report for each donor when received by the WV DOT.