



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
 DPS1124

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 TARA LYLE
 304-558-2544

VENDOR

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

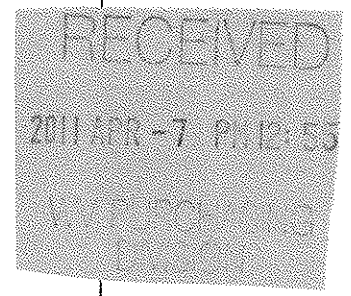
SHIP TO

WEST VIRGINIA STATE POLICE
 4124 KANAWHA TURNPIKE
 SOUTH CHARLESTON, WV
 25309 304-746-2141

DATE PRINTED 03/21/2011	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 04/07/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED.						
2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
END OF ADDENDUM NO. 1						
0001	1	EA		948-55	\$100.00	\$30,900.00
DRUG TESTING SEVICES						
***** THIS IS THE END OF RFQ DPS1124 ***** TOTAL:						\$30,900.00



SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 304-345-1396	DATE 04/07/11
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'

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 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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 25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/01/2011				

BID OPENING DATE: **04/07/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		948-55	\$100.00	\$30,900.00
<p>DRUG TESTING SEVICES</p> <p>INQUIRIES:</p> <p>WRITTEN QUESTIONS WILL BE ACCEPTED UNTIL CLOSE OF BUSINESS ON 03/17/2011. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305</p> <p>FAX: 304-558-4115 E-MAIL: TARA.L.LYLE@WV.GOV</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE 304-345-1396	DATE 04/07/11
TITLE President	FEIN 55-066-4639	ADDRESS CHANGES TO BE NOTED ABOVE

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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 RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE 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>						

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<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 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>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST</p>						

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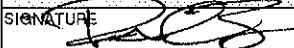
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				<p>VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL 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>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>VENDOR PREFERENCE CERTIFICATE</p> <p>THIS TEAM EXHIBIT HAS BEEN REPLACED BY THE ONLINE VERSION WHICH IS AVAILABLE HERE: HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/VRC/VENPREF.PDF</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p>		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE  TELEPHONE **304-345-1396** DATE **04/07/11**

TITLE **President** FEIN **55-066-4639** ADDRESS CHANGES TO BE NOTED ABOVE

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DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID						
BUYER:-----TL/32-----						
RFQ. NO.:-----DPS1124-----						
BID OPENING DATE:-----04/07/2011-----						
BID OPENING TIME:-----1:30 PM-----						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: -----304-345-8907-----						
CONTACT PERSON (PLEASE PRINT CLEARLY): -----Ritchie Boggs-----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

SIGNATURE	TELEPHONE 304-345-8907	DATE 04/07/11
TITLE President	FEIN 55-066-4639	ADDRESS CHANGES TO BE NOTED ABOVE

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DPS1124 ***** TOTAL:						<u>\$30,900.00</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 304-345-1396	DATE 04/07/11
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ADDENDUM NO. 1

DPS1124

Q1: We would like to have copy of previous bid.

A1: Bid page from previous contract is attached.

Q2: What was the previous contract number?

A2: DPS0817

Q3: Why doesn't DPS piggyback on our DOH contract?

A3: It is the agency's decision whether to use another agency piggyback contract.

DPS0817 - RANDOM DRUG TESTING - PRICING PAGE			
Item#	Description	Per Test / Hour	Cost Per Test / Hour
1	Standard Test (Agency Facility)	Test	\$78.00
2	Standard Test (Vendor's Facility)	Test	\$78.00
3	Barbiturates	Test	Included
4	PCP	Test	Included
5	Steroids	Test	Included
6	Waiting Time	Hour	\$10.00
7	Collector Testimony	Hour	No Charge
8	Lab Personnel Testimony	Hour	No Charge
9	Third Party Administrator Testimony	Hour	No Charge
10	Medical Review Officer Testimony	Hour	No Charge
11	Collector Deposition	Hour	No Charge
12	Lab Personnel Deposition	Hour	No Charge
13	Third Party Administrator Deposition	Hour	No Charge
14	Medical Review Officer Deposition	Hour	No Charge
15	Collector Travel	Hour	No Charge
16	Lab Personnel Travel	Hour	No Charge
17	Third Party Administrator Travel	Hour	No Charge
18	Medical Review Officer Travel	Hour	No Charge

EXHIBIT 10

REQUISITION NO.:

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED
ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY
PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

NO. 1

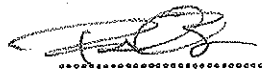
NO. 2

NO. 3

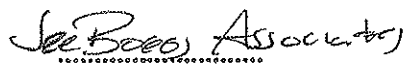
NO. 4

NO. 5

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE
ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. 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.



.....
SIGNATURE



.....
COMPANY

3/30/11
.....

DATE

DPS 1124

General Information

Currently, the West Virginia State Police utilizes a random drug testing program. The object of this program is to insure that critical Agency employees are not abusing substances, thereby jeopardizing the safety of themselves, other Agency personnel, and the general public.

In essence, the program consists of the random collection and analysis of urine samples from one-third of the designated employee pool over the course of each year, with samples collected on a monthly basis. The designated employee pool consists of both sworn and civilian personnel located throughout West Virginia (see attached listing).

The Agency Head (hereafter "Superintendent") may also direct individual for cause tests to be conducted on an incidental basis.

This contract will be awarded to one vendor meeting all of the specifications with the lowest grand total.

Agency Responsibilities

The Agency will provide the successful Vendor with a listing of all personnel who are to be included within the testing pool, along with their geographic location, and any other relevant personal identifiers.

All samples will be collected at Agency facilities, with the exception of any personnel within the Agency pool whose post of duty is within a reasonable driving distance of any Vendor facility where collections take place on a routine basis.

Employees chosen at random by the Vendor will be made available to Vendor personnel during normal working hours at either their assigned work locations or a Vendor facility.

Vendor Responsibilities

The successful Vendor is responsible for the following:

1. Generating a random list of personnel to be tested on a monthly basis
2. Collection of all samples, at Agency facilities throughout West Virginia, inclusive of any travel costs associated with the collection of these samples. (Any travel costs associated with sample collection are to be encompassed within the "per test fee")
3. Conducting sample collection activity during normal working hours. (Normal working hours for the purpose of this contract are 8:00 AM to 5:00 PM, Monday through Friday, excluding any state or federal holidays or special holidays declared by the Governor).
4. Standard Testing: Shall consist of analyzing samples collected to ascertain the presence or absence of the following SIX (6) substances in the concentrations specified:

- a. Concentrations of a drug at or above the following levels shall be considered a positive test regarding the initial immunoassay drug-screening tests:

1 - Cocaine Metabolite ✓	300 ng/ml
2 - Marijuana Metabolite ✓	50 ng/ml
3 - Opiate Metabolite ✓	300 ng/ml
4 - Amphetamines ✓	1000 ng/ml
5 - Benzodiazepines ✓	300 ng/ml
6 - OxyContin ✓	300 ng/ml

- b. Concentrations of a drug at or above the following levels shall be considered a positive test regarding the confirmatory gas chromatography/mass spectrometry (GC/MS) test:

1 - Cocaine Metabolite ✓	150 ng/ml
2 - Marijuana Metabolite ✓	15 ng/ml
3 - Opiate Metabolite ✓	300 ng/ml
4 - Amphetamines ✓	500 ng/ml
5 - Benzodiazepines ✓	300 ng/ml
6 - OxyContin ✓	300 ng/ml

Note: The COST per Test Administered referred to at the end of this request for quotations refers to testing for the above listed six (6) substances only. Vendors are also required to provide pricing for additional OPTIONAL testing for the substances listed within item number 5 below. This cost is to be quoted on a per substance, per test basis. It is estimated that this type of testing will not be required more than twenty times per year.

5. Optional Testing: On certain occasions, the Agency may wish to test for other substances in addition to the six listed above. Optional Testing shall consist of analyzing samples collected to ascertain the presence or absence of the following substances in the concentrations specified:

a.) Concentrations of a drug at or above the following levels shall be considered a positive test regarding the initial immunoassay drug-screening test:

Barbiturates	300 ng/ml
PCP	25 ng/ml
Steroids	to be specified at time of test (may be one or more)

b.) Concentrations of a drug at or above the following levels shall be considered a positive test regarding the confirmatory gas chromatography/mass spectrometry (GC/MS) test:

Barbiturates	300 ng/ml
PCP	25 ng/ml
Steroids	to be specified at time of test (may be one or more)

6. Providing a written report to the Superintendent or his designee, on a monthly basis, which details the results of all tests.

Note: All reports provided by the Vendor will be addressed as followed:

Office of the Superintendent
West Virginia State Police
725 Jefferson Road
South Charleston, WV 25309-1698

The exterior of the package containing the report will be conspicuously marked "CONFIDENTIAL" in large red letters on both the front and rear surfaces.

7. Insuring the security, integrity and confidentiality of the program.
8. Complying with the analytical standards established for this program (see below).
9. Providing any follow-up testing or analysis required to either confirm a policy violation or eliminate a false positive. (The cost of such follow-up work to be included within the per test fee quoted pursuant to this contract.)
10. Providing any necessary expert testimony required at any deposition, disciplinary or judicial proceeding which arises as a result of this program.
11. All labor, materials, transportation, blind samples and any other costs associated with operation of the program are to be covered by the basic, per test fee, inclusive of any one time administrative fee associated with establishing the program. The only separate costs which will be honored are those associated with Expert Testimony when required.
12. The Vendor is to provide pricing which shall be inclusive of all necessary collection and identification supplies and sample transportation costs from the collection site to a laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA), National Institute of Drug Abuse (NIDA).
13. The Vendor will conduct urine specimen collection under procedures issued by/through the U.S. Department of Transportation. This includes a 5-panel drug screen using current SAMHSA/NIDA acceptable laboratory methods. The split sample method of collection, handling and storage of the sample is to be utilized.
14. The Vendor will provide for a split specimen/challenge drug proceed (at a different SAMHSA/NIDA approved lab if instructed to do so) upon the employee's request within 72 hours of receiving the

request. The employee is to be billed for these services and charges will not be the fiscal responsibility of the Agency. The Vendor is authorized by the Agency to demand payment in advance for this test.

15. The Vendor will retain positive specimens for one year by following the current SAMHSA/NIDA methodology, unless instructed otherwise by the Agency.

16. The Vendor will not charge for specimen adulteration assays.

17. The Vendor will not charge for handling of rejected specimens or those otherwise unfit for testing.

18. The Vendor will provide the Superintendent or his designee with notification of negative drug test results within the time frames established by the U.S. Department of Transportation/Federal Highway Administration. In the event of a positive preliminary test (immunoassay drug screen), the following requirements/time limits apply:

- The secondary test (gas chromatography/mass spectrometry GC/MC) will be conducted within 48 hours.
- If the secondary test is also positive, the case will immediately be referred to the Vendor's Medical Review Officer.
- If the Medical Review Officer determines the tests to be true positive (there is no acceptable medical explanation for the presence of the substance) the final written report of the Medical Review Officer must be in the hands of the Superintendent or his/her designee within 5 business days. In addition, the Medical Review officer will also report his findings verbally to the Superintendent or his designee within 24 hours. (The Agency will provide an emergency telephone number and procedure to facilitate the verbal report).

NOTE: IF THE INDIVIDUAL TESTED OPTS TO DEMAND THE SPLIT SPECIMIN/CHALLENGE TEST, SUCH DEMAND DOES

NOT AFFECT OR DELAY THE VENDOR'S REPORTING OBLIGATIONS AS SET FORTH ABOVE.

19. The Vendor will ensure that strict rules of confidentiality, issued by or through the U.S. Department of Transportation, will be maintained at all times. All test results and material acquired will become the property of the Agency. Any test results shall not be released without prior express written consent of the West Virginia State Police.

20. The Vendor is to identify their subcontractor(s) and the portions of the program they intend to sub-contract; or, for those Vendors not having identified their sub-contractors at the time of submitting their bid, the Vendor must state their desire to subcontract specific portions of the Drug Testing Program.

21. The Vendor shall provide the Superintendent or his designee with a written recapitulation of the testing program results on a monthly basis.

22. The Vendor shall provide all blind samples as required by U.S. Department of Transportation regulations (at no additional cost to the Agency).

23. 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 West Virginia State Police. Any and all reports related to this contract shall be submitted to the Superintendent or his designee.

24. Quantities listed in this request for quotations are approximations only and are based upon estimates of yearly usage. It is understood and agreed that the contract will cover the quantities actually ordered for delivery during the term of the contract, whether more or less than the quantities shown.

25. The Vendor shall not assign, transfer or delegate any interest in the contract whether by assignment, delegation or novation, without the prior written consent of the Agency

26. The Vendor will submit detailed, itemized invoices to the West Virginia State Police on a monthly basis and will be reimbursed pursuant to standard State of WV accounting procedures (in arrears). The invoice is to reflect all testing conducted during the respective calendar month. State law forbids payment of such invoices in advance of the services being rendered.

27. The successful Vendor will be required to provide proof of liability insurance in the minimum amount of one million dollars (\$1,000,000) combined single limit per occurrence.

28. The following parameters apply with regard to the rates quoted within the Vendor price quotation section below:

a. The Vendor is responsible for providing Blind Specimens on an as needed basis in accordance with testing levels established pursuant to the above specifications.

b. Waiting Time will apply when collection at an Agency site is delayed from the originally scheduled start time or when a delay occurs during the course of a scheduled collection and the delay is not attributable to the Vendor. Waiting time will accrue in 15 minute intervals.

c. All sample collection will occur between 8:00 am and 5:pm Monday through Friday, State and Federal holidays excluded.

29. The Vendor will be paid for all "No Shows" which are defined as:

a. A donor arrives at a Vendor facility without appropriate identification causing service not to take place,

b. A donor fails to appear for a scheduled collection without 24 hour advance cancellation notice.

c. Incomplete service due to either of the following:
Donor is unable to void within three (3) hours
Donor refuses to provide urine specimen

Bid Form DPS 1124

DPS 1124		BID OPENING:		
Item #	Description	*Estimated Annual Quantity	Unit Price	Extended Price
1.	Standard Test (Agency Facility) per test	250	\$ 100.00	\$ 25,000.00
2.	Standard Test (Vendor's Facility) per test	55	\$ 90.00	\$ 4,950.00
3.	Barbiturates per test	10	\$.00	\$
4.	PCP per test	10	\$.00	\$
5.	Steroids per test	20	\$.00	\$
6.	Waiting Time per hour	4	\$.00	\$
7.	Collector testimony per hour	4	\$.00	\$
8.	Lab Personnel Testimony per hour	4	\$.00	\$
9.	Third Party Administrator Testimony per hour	4	\$.00	\$
10.	Medical Review Officer Testimony per hour	4	\$.00	\$
11.	Collector Deposition per hour	4	\$.00	\$
12.	Lab Personnel Deposition per hour	4	\$.00	\$
13.	Third Party Administrator Deposition per hour	4	\$.00	\$
14.	Medical Review Officer Deposition per hour	4	\$.00	\$
15.	Collector Travel per hour	4	\$.00	\$
16.	Lab Personnel Travel per hour	4	\$.00	\$
17.	Third Party Administrator Travel per hour	4	\$.00	\$
18.	Medical Review Officer Travel per hour	4	\$.00	\$
			Total	\$ 30,900.00
Failure to use this form may result in disqualification.				
Bidder / Vendor Information:				
Name: <u>Joe Boggs & Associates, Inc.</u>				
Address: <u>PO Box 771</u>				
<u>Charleston, WV 25323</u>				
Phone #: <u>304-345-1396</u>				
Email Address: <u>raboggs@suddenlinkmail.com</u>				
Contact Coordinator Information:				
Name: <u>Ritchie Boggs</u>				
Address: <u>PO Box 771</u>				
<u>Charleston, WV 25323</u>				
Phone #: <u>304-345-1396</u>				
Email Address: <u>raboggs@suddenlinkmail.com</u>				
*Quantities are estimated annual usage for bidding purposes and bidder's information.				

RFQ No. DPS1124

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]* Date: 3/5/11

State of West Virginia

County of Kanawha, to-wit:

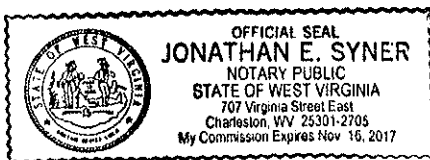
Taken, subscribed, and sworn to before me this 31 day of March, 2011.

My Commission expires 11/16, 2017.

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: Be Begg Associates Inc

Signed: [Signature]

Date: 3/30/11

Title: President

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

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INTRODUCTION

We at Joe Boggs & Associates, Inc. are pleased to present this quotation for drug testing to the West Virginia State Police (WVSP). 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 that keeps costs and interference in the day-to-day activities of the operating agency 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 using Federal testing procedures. Additional types of testing such as hair testing can be performed at an additional charge if needed.

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. Specimen adulteration assays - Joe Boggs & Associates, Inc. agrees that there will be no charge to WVSP for adulteration assays. All adulteration assays will be conducted by the SAMHSA certified laboratory as an integral part of the laboratory's urine screening and testing procedures.
4. Rejected Specimens - Joe Boggs & Associates, Inc. agrees that there will be no charge to the WVDPS for specimens rejected by the SAMHSA 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.
5. 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.
6. Hours of testing - Joe Boggs & Associates, Inc. agrees to perform mobile collections and testing services from 8:00 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.
7. Blind Specimens - Joe Boggs & Associates, Inc. agrees to submit blind specimens for the WVDPS necessary to meet the requirements of 49 CFR 40.103 at no charge.
8. 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.
9. 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.
10. 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)

Quest, Inc.
8915 Lenexa Drive
Overland Park, Kansas 66214
(800) 728-4064
(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.

11. Other Services – Information for other services and their costs are detailed on page 8.
12. Written recapitulation – Joe Boggs & Associates, Inc. shall provide the WVDPS' 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.
13. Waiting Time - Joe Boggs & Associates, Inc. understands there will be no payment for waiting time. Including no renewal fee's and set-up fees.
14. 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. Pages 11 & 12.
15. 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 WVSP except as required by 49 CFR Part 40.331. Any and all reports related to this contract will be submitted to the Superintendent of the West Virginia State Police or his designated representative.

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 WVSP. It is further agreed that the WVSP 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 MEHTOD OF PERFORMANCE

Joe Boggs and Associates, Inc plans to implement the WVSP Drug Testing Programs by communicating with the designated representative 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 WVSP and are prepared to direct the necessary company resources to manage the programs in a cost-effective manner.

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 to large organizations such as the West Virginia State Police. The types of entities served include transportation, mining, construction, distribution, energy production, law enforcement, and governmental agencies. Since 1990 approximately twenty-eight 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 two hundred fifty three clients Joe Boggs & Associates, Inc. currently serves as a Third Party Administrator. Presently there are 10,966 individuals active in two hundred and seventy pool groups.

Boxley Co., Inc.	Contract Start:	February 1997
P.O. Box 13527	Drug Tests 2005:	225
Roanoke, VA 24035	Alcohol Tests 2002:	111
(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.

Bureau for Behavioral Health and Health Facilities	Contract Start:	January 2006
350 Capitol St., Room 350	Drug Tests 2006:	191
Charleston, WV 25301-3702	Alcohol Tests 2006:	191
304-558-5625	Contact:	Desmond Byrne

Non-regulated pre-employment and reasonable suspicion testing is performed for BHHF at their seven locations in West Virginia.

Cecil I. Walker Machinery Co.	Contract Start:	November 1999
P.O. Box 2427	Drug Tests 2005:	143
Charleston, WV 25329	Alcohol Tests 2005:	18
(304) 949-6400	Contacts:	Josie Travis

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.

City of South Charleston	Contract Start:	January 1997
P.O. Box 8597	Drug Tests 2005:	95
So. Charleston, WV 25303	Alcohol Tests 2005:	22
(304) 744-5301	Contact:	Chief David Dunlap

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.

Key Energy Services
5976 Venture Way
Mt. Pleasant, MI 48848
(989) 775-8000

Contract Start: January 1997
Drug Tests 2001: 2896
Alcohol Tests 2001: 478
Contact: Dianna Schmidt

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

Contract Start: July 1998
Drug Tests 2005: 118
Alcohol Tests 2005: 19
Contact: John Ford

Both regulated and non-regulated testing is performed for Petroleum Products, Inc. and its' subsidiaries. Collections are performed at numerous terminals and job sites in West Virginia.

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

Contract Start: May 1999
Drug Tests 2005: 230
Alcohol Tests 2005: 2
Contact: Kim Ozalas

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

Contract Start: March 1999
Drug Tests 2005: 171
Alcohol Tests 2005: 46
Contact: Kelli Samples

Both regulated and non-regulated testing is performed for West Virginia Paving, Inc. Collections and testing are provided at their plants and job locations spread throughout West Virginia, Virginia and Kentucky.

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

Contract Start: July 2000
Drug Tests 2005: 293
Alcohol Tests 2005: 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.



**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY**

INFORMATION PAGE WC 00 00 01 (A)

RENEWAL OF POLICY NUMBER: NEW
POLICY NUMBER: WC10217118-01

INSURER: BRICKSTREET MUTUAL INSURANCE COMPANY

- | | |
|--|---|
| 1. INSURED:
JOE BOGGS & ASSOCIATES INC
PO BOX 771
CHARLESTON, WV 25323 | PRODUCER:
BRICKSTREET MUTUAL INSURANCE
COMPANY
400 QUARRIER STREET
CHARLESTON, WV 25301-2010 |
|--|---|

Insured is a(n) CORPORATION

Other work places and identification numbers are shown in the schedule(s) attached.

2. The policy period is from 07/09/2010 to 07/09/2011 12:01 A.M. at the insured's mailing address.
3. **A. WORKERS COMPENSATION INSURANCE:** Part One of the policy applies to the Workers Compensation Law of the state(s) listed here:

WEST VIRGINIA
- B. EMPLOYERS LIABILITY INSURANCE:** Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:
- | | | |
|----------------------------|-------------|---------------|
| Bodily Injury by Accident: | \$1,000,000 | Each Accident |
| Bodily Injury by Disease: | \$1,000,000 | Policy Limit |
| Bodily Injury by Disease: | \$1,000,000 | Each Employee |
- C. OTHER STATES INSURANCE:** Part Three of the policy applies to the states, if any, listed here:
"Part Three of the policy applies to the states, if any, listed here: All states and U.S. territories except, North Dakota, Ohio, Washington, Wyoming, Puerto Rico, and the U.S. Virgin Islands, and states designated in Item 3.A. of the Information Page. "
- D.** This policy includes these endorsements and schedules:

SEE LIST OF ENDORSEMENTS - EXTENSION OF INFORMATION PAGE
4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All required information is subject to verification and change by audit to be made in accordance with Part Five of the Policy.

DATE OF ISSUE: 07/13/2010
ISSUING OFFICE: Charleston, WV
PRODUCER: BRICKSTREET MUTUAL INSURANCE COMPANY



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/21/11

PRODUCER Partners Insurance & Financial Services, Inc. 108 Tennessee Ave. Charleston, WV 25302	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 #
INSURED Joe Boggs & Associates, Inc. P.O. Box 771 Charleston, WV 25323-0771	INSURER A: Nationwide Mutual Fire Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

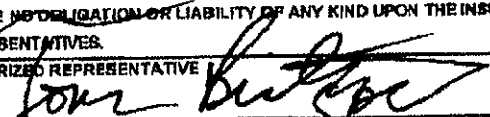
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES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

BRAND/TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
GENERAL LIABILITY <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 5733131047	3/9/11	3/9/12	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 - COMPROP AGG \$ 1,000,000
AUTOMOBILE LIABILITY <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 5733131047	3/9/11	3/9/12	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Consultants

NO PROFESSIONAL LIABILITY EXTENDED ON THIS POLICY

CERTIFICATE HOLDER State of West Virginia Purchasing Division 2019 Washington St. Charleston, WV 25305	CANCELLATION 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 
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- **Method of Collection:** Vendor will collect all urine samples in compliance with 49 CFR Part 40 protocols. The split sample method of urine collection will be followed as described in the aforementioned regulation.
- **Equipment to be Used:** Urine collections will be conducted using standard test kits and Control and Custody Forms like those required by the USDOT in 49 CFR part 40 (and Part 382 or 219 as applicable) for all regulated collections.
- **Random Testing Pool Establishment and Selection Criteria:** All random selections will be made in a manner consistent with regulations found in 49 CFR parts 40 and 382.
- **Scheduling of Testing:** Vendor will convey random testing selection information to the designated representative on a monthly basis.
- **Situations:** Special situations will be handled in a manner consistent with applicable regulations for such testing. Vendor will coordinate special collections with the WVSP designated representative. Emergency situations will be handled by providing the designated representative with a list of phone numbers for after hours and holiday use.

Joe Boggs & Associates, Inc. (800) 321-7694 or (304) 345-1396
 The above 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
Ritchie Boggs	(H) 304-344-5225	(M) 304-546-6315
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
Linda Boggs	(H) 304-345-1435	(M) 304-545-1563

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

Boxley Co., Inc.	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.

Cecil I. Walker Machinery Co.	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.

City of South Charleston
P.O. Box 8597
So. Charleston, WV 25303
(304) 744-5301

Contract Start: January 1997
Drug Tests 2007: 150
Alcohol Tests 2007: 55
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.

Key Energy Services
5976 Venture Way
Mt. Pleasant, MI 48848
(989) 773-3099

Contract Start: January 1997
Drug Tests 2007: 2890
Alcohol Tests 2007: 362
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: 571
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.

ORGANIZATIONAL QUALIFICATIONS

The following is a list of personnel that will collect, certify and administer the drug and alcohol testing program at Joe Boggs & Associates, Inc. Collector certifications are found in Appendix A. MRO certifications are in Appendix B. MRO Resumes are in Appendix C. Breath Alcohol Technician certifications are in Appendix D.

Collectors and Breath Alcohol Technicians (all listed collectors have completed the new training requirements of 49 CFR Part 40.33):

Joseph Boggs
Ritchie Boggs
Tom DeVault
Edward Pritt
Gary Silman
Glen Thaxton
Robert Turner Sr

Random Selection

Ritchie Boggs

Collection Scheduling

Linda Boggs

Medical Review Officers

Dr. Glen Wright, M.D. (primary)
Ritchie A Boggs (assistant)
Dr. Dennis M. Demby, M.D. (back-up)
Dr. James F. Byers, M.D. (back-up)

APPENDIX A

COLLECTOR CERTIFICATIONS

CERTIFICATE OF COMPLETION

Joe A. Boggs

This is to certify that on November 4, 2006, Joe A. Boggs successfully completed training for Urine Specimen Collection as required by 49CFR, Part 40.33. This training included Basic Information, DOT Urine Specimen Collection Procedures Guidelines, Qualification Training, and Initial Proficiency Demonstration.

EMPLOYER

Joe Boggs & Associates, Inc.
P.O. Box 771
Charleston, WV 25323

INSTRUCTOR

Gary S. Huey
DATIA Certified Professional
Collector Trainer



CERTIFICATE OF COMPLETION

Linda L. Boggs

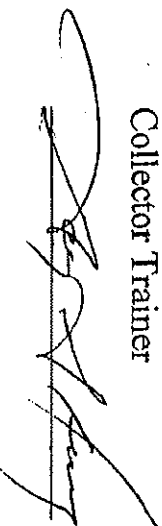
This is to certify that on November 4, 2006, Linda L. Boggs successfully completed training for Urine Specimen Collection as required by 49CFR, Part 40.33. This training included Basic Information, DOT Urine Specimen Collection Procedures Guidelines, Qualification Training, and Initial Proficiency Demonstration.

EMPLOYER

Joe Boggs & Associates, Inc.
P.O. Box 771
Charleston, WV 25323

INSTRUCTOR

Gary S. Huey
DATA Certified Professional
Collector Trainer



APPENDIX B

MRO CERTIFICATIONS

AAMRO

American Association of Medical Review Officers



THIS IS TO CERTIFY THAT

Glen Wright, M.D.

having presented to the Executive Board of the American Association of Medical Review Officers satisfactory evidence of prescribed qualifications and having passed an approved examination before the

American Association of Medical Review Officers

in accordance with national standards of competency and expertise established for Medical Review Officers, is hereby accredited and designated as a

Certified Medical Review Officer

and by order of the AAMRO Board has been entered as such in the AAMRO Registry of Certified Medical Review Officers

Given and dated this 27th day of September 1998



Sharon L. Hicks

Chairman

J. M. Cla

Executive Director

Countersigned and sealed with the Seal of the American Association of Medical Review Officers the day and date above written

Cindy Ferrell

Corporate Secretary

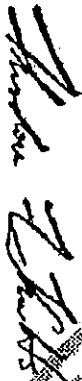
Certificate Number 980927219

Medical Review Officer Training Program

MRO ALERT

Glen Whisitt, M.D.

In recognition of completion of his 12-hour Medical Review Officer Training Program



Theodore F. Shults, MS, JD
Program Director



Atlanta, Georgia
September 26-27, 1998

The Drug & Alcohol Testing
Industry Association

Certificate of Attendance

Ritchie Boggs

DATIA

Excelling as an MRO Assistant Workshop

April 6, 2006

0.75 Continuing Education Units/7.5 Continuing Education Hours

Christy Mann
Christy Mann
Membership Director
DATIA, Washington, DC

APPENDIX C

MRO RESUMES



JOE BOGGS & ASSOCIATES, INC.

P.O. Box 771
Charleston, West Virginia 25323-0771

(304) 345-8985
(304) 345-8986
(304) 345-1396
1-800-321-7694
FAX (304) 345-8907

Curriculum Vitae

Glen Wright, MD
1727 Clark Road
Charleston, WV 25314

Home: 304-346-5393
Work: 800-321-7694

Personal Information:

Date of Birth: 3/12/59
Place of Birth: Charleston, Wv
Marital Status: Married, Wife: LaWanna
Daughter: Hannah-DOB 2-23-94
Son: Nathan DOB 4-22-97

Education:

1990-94 Charleston Area Medical Center, Charleston,
WV-Internal Medicine/Psychiatry Residency

1989-90 Pursuing Bio-medical interests

1988-89 Charleston Area Medical Center, Charleston,
WV-Internal Medicine: Preliminary year

1984-88 West Virginia University Medical School,
Morgantown, WV-MD received in 5/88.
Electives: Neurology and Bio-ethics.

1977-81 West Virginia Institute of Technology,
Montgomery, WV-BS: Electrical Engineering,
Magna Cum Laude
Member of the Inter-Residency Hall Assoc.
Treasurer: Tau Beta Pi (Engineering Honor
Society)
Vice President, Etta Kappa Nu (Electrical
Engineering Honor Society)
Work: Physics and Photography Lab Assistant,
Speed-Reading Tutor

Work Experience:

Medical Review Officer, Charleston, WV 1998-present
Joe Boggs & Associates - 300 + companies covered.
West Virginia University-Charleston Division, Charleston, WV
Department of Behavioral Medicine & Psychiatry
Westinghouse Electric Corporation, Townson, MD 1986
Consulting work during breaks in Medical School between the
first and second years.
Westinghouse Electric Corporation, Baltimore, MD 1981-84
Electrical engineer designing circuitry for government
contracts.

Academic Appoints:

West Virginia University-Charleston Division, Charleston 1996-
present
Assistant Professor of Psychiatry 7/94 to present
Acting Director of Emergency Psychiatry 7/94 - 2/00
Assistant Director of Adult Inpatient Services 7/94 to
4/96
Director of Consult/Liaison Service 4/96 to present

Certification:

Board Certified Internal Medicine 12/94
Board Certified Psychiatry 1997
West Virginia Medical License #16762
American Association of Medical Review
MRO training and ETOH and SAP Evaluation Programs
Certificate Number - 980927219

Medical Societies:

American Medical Association (AMA)
American Psychiatric Associations (APA)
American Society of Addiction Medication (ASAM)
Academy of Psychosomatic Medicine (APM)

Presentations:

"Psychosocial Treatment of Schizophrenics"-Clinical Psychiatric
Seminar. Department of Behavioral Medicine, West Virginia
University, Charleston, WV 1996

"Psychiatric rehabilitation" - Clinical Psychiatric Seminar.
Department of Behavioral Medicine, West Virginia University,
Charleston, WV 1996

"Schizophrenia" - Medical Student Lectures every six weeks.
Department of Behavioral Medicine, West Virginia University,
Charleston, WV.

"Neuroleptics" - Medical Student Lectures every six weeks.
Department of Behavioral Medicine, West Virginia University,
Charleston, WV.

"ECT" - Special Skills Workshop for Psychiatry Residents.
Department of Behavioral Medicine, West Virginia University,
Charleston, WV 197, 1998, 1999 and 2000.

Research:

"Early Treatment Intervention in Psychiatric Patients who Present to the Emergency Room". First Annual World Health Organization Conference on Prevention, Charleston, WV 10/22/94, Presented by Marion O. Williams, MD.

Clinical Supervision Activities:

Director of Psychiatric Consultation/Liaison Service: Third Year Medical Students, Psychology Interns, Nursing Students, Physician Assistant Students, Psychiatry, Internal Medicine and Family Practice Residents rotate on the service. This includes rounds four days per week and call days. This involves covering inpatient adult and older adolescent psychiatric and substance abuse consultations in CAMC Memorial, General, Women's and Children's Hospitals and Arthur B Hodges Nursing Home. Resident consultation evaluations are reviewed, patients are seen and evaluated and pharmacotherapy and psychotherapy are utilized as necessary. Cases are reviewed daily with residents for further treatment adjustments and follow-up visits are staffed as needed.

Supervision of Resident Outpatient Clinic 1/2 day a week. Intakes, and ongoing individual therapy, pharmacotherapy, medical management group.

Clinical Activates - Intakes, individual therapy and pharmacotherapy on out patients.

Consult Liaison/Emergency Service/ Inpatient call rotation.

CAMC/Psychiatric Collaborative Practice - Chairperson, 1996

Vice Chairman of Neurologic Medicine CAMC - 2000 and 2001

Chairman of Neurologic Medicine CAMC - 2000

161 Haysville Road
Karns City, PA 16041
Phone (724) 756-5580

Dennis M. Demby, M.D.

Education

Undergraduate:

September, 1969 – August, 1973
Pennsylvania State University
University Park, PA
Degree: B.S. Biology

Graduate:

September, 1974 – May, 1978
Temple University Medical School
Philadelphia, PA
Degree: M.D.

Residency:

June, 1978 – June, 1981
Albert Einstein Medical Center
Philadelphia, PA

Training: Internal Medicine

Act 120:

April, 1996 – April, 1997
Butler VIII Part-Time Police Academy
Indiana University of Pennsylvania
Indiana, PA

Professional Experience

October, 1973 – August, 1974

E.F. Houghton Industries
Philadelphia, PA

Position: Research Assistant

July, 1981 – August, 1984
Petroleum Valley Medical Center
Petrolia, PA 16050

Position: Staff Physician

August, 1984 – January, 1993
Critical Care Associates
1022-B North Main Street
Butler, PA 16001

Position: Staff Physician

January, 1993 – Present
Butler Medical Associates
1022-B North Main Street
Butler, PA 16001

Position: Staff Physician

Certification American Association of Medical Review Officers

**Hospital
Affiliation** October, 1981 – Present
Butler Memorial Hospital
911 East Brady Street
Butler, PA 16001

Licensure July 1, 1980
State of Pennsylvania: MD-023705-E

**Professional
Positions** October, 1991 – September, 1992
Butler Memorial Hospital
Chairman: Quality Assurance Committee

October, 1992 – September, 1993
Butler Memorial Hospital
Chairman: Department of Medicine

October, 1994 – September, 1997

Butler Memorial Hospital

Chairman: Quality Improvement Committee

December 20, 1995 – January 2, 2000

Pennsylvania State Constable

July, 1993 – Present

Butler County, Pennsylvania

Deputy Coroner

July, 1995 – Present

Medical Advisory Board

Member: American Federation of Police

April 29, 1997 – Present

Butler County Sheriff's Office

Butler, PA 16001

Special Deputy Sheriff

July 26, 1999 – Present

US Investigations, Inc./United Labs Division

P.O. Box 1820

Cranberry Township, PA 16066

Medical Review Officer



JOE BOGGS & ASSOCIATES, INC.

P.O. Box 771
Charleston, West Virginia 25323-0771

(304) 345-8985
(304) 345-8986
(304) 345-1396
1-800-321-7694
FAX (304) 345-8907

COLLECTION SITES:

Joe Boggs & Associates, Inc
1703 Woodvale Drive
Charleston, WV 25314
ATTN: Linda
304\345-1396 FAX 304\345-8907

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

Business Health Service
2000 Foundation Way St 2000
Martinsburg, WV 25401
ATTN: Kenda Rogers
304\264-1247 FAX 304\264-1279

Dr E N Hart Jr
PO Box 1459
Elkins, WV 26241
ATTN: Pam Jones
304\636-9110 FAX 304\636-9455

Jefferson Memorial Hospital
300 South Preston
Ranson, WV 25438
ATTN: Wendy
304\728-1600 FAX 304\725-1353

Mid-Ohio Valley Medical
127 71\2 St
Parkersburg, WV 26101
ATTN: Melinda
304\485-7127 FAX 304\485-4016

OutPatient Medical Outreach Service
111 Lafayette St Suite 302
St Marys, WV 26160
ATTN: Ruth Reed
304\684-7578 FAX 304\684-9251

Braxton Co Memorial
100 Hoylman Drive
Gassaway, WV 26624
Attn: Amy
304\364-1108 FAX 304\364-1108

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: Faye
304\675-4590 FAX 304\674-6569

Medbrook
1370 Johnson Ave
Bridgeport, WV 26330
ATTN: Cassandra
800\842-7181 FAX 304\842-7578

Ohio Valley Medical Center
Valley Professional Health Ctr St 202 Jacob St
Wheeling, WV 26003
ATTN: Missy
304\234-8630 FAX 304\234-8637

Pocahontas Medical Clinic
105 Duncan Road
Marlinton, WV 24954
ATTN: Leslie
304\799-4645 FAX 304\456-5123

Pocahontas Medical Clinic
Rt 92
Green Bank, WV 24944
ATTN: Becky
304\456-4211 FAX 304\456-5123

Primecare 12
702 Stafford Drive
Princeton, WV 24740
ATTN: Stephanie
304\425-0085 FAX 304\485-6993

Summersville Memorial Hospital
400 Fairview Heights Rd
Summersville, WV 26651
ATTN: Patsy Fairchild
304\872-8441 FAX 304\872-4590

Williamson Memorial Hospital
859 Alderson St
Williamson, WV 25661
Attn: Linda or Nancy Jackson
304\235-2500 FAX 304\235-4642

Potomac Valley Hospital
167 So Mineral Street
Keyser, WV 26726
ATTN: Perry Winner
304\788-3141 FAX 304\788-7864

Robert C Byrd Clinic
400 N Jefferson Street
Lewisburg, WV 24901
ATTN: Susan Johnson
304\645-3220 FAX 304\645-4103

Tri State Medical Service
Rt 3 Box 3021X
Wayne, WV 25702
ATTN: Ava
304\272-3300 FAX 304\272-6434