



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

State of West Virginia  
 Request for Quotation  
 09 - Construction

Proc Folder: 112734

Doc Description: Annual Maintenance and Cleaning of Chillers and Towers B11

Proc Type: Central Purchase Order

Date issued	Solicitation Closes	Solicitation No	Version
2015-06-09	2015-07-15 13:30:00	CRFQ 0211 GSD1500000030	1

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

*Cesto Technical Services  
 690 Leon Sullivan Way  
 Charleston WV, 25301  
 304-396-0599*

07/13/15 14:23:29  
 WV Purchasing Division

**FOR INFORMATION CONTACT THE BUYER**

Guy Nisbet  
 (304) 558-2596  
 guy.i.nisbet@wv.gov

Signature X 

FEIN # *550539186*

DATE *7-13-15*

All offers subject to all terms and conditions contained in this solicitation

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 11 - CHILLER PLANT 218 CALIFORNIA AVE CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Annual Maintenance and Cleaning of Chillers and Towers B11	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
72151201			

**Extended Description :**

All equipment, labor and materials for the Annual Maintenance and Cleaning of Chillers and Towers in Building 11 Chiller Plant, 218 California Avenue, Charleston WV 25305

<b>GSD1500000030</b>	<b>Document Phase</b> Final	<b>Document Description</b> Annual Maintenance and Cleanin g of Chillers and Towers B11	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



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

State of West Virginia  
 Request for Quotation  
 09 - Construction

Proc Folder: 112734

Doc Description: Addendum-Annual Maint; Cleaning of Chillers and Towers Bld11

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2015-06-25	2015-07-15 13:30:00	CRFQ 0211 GSD1500000030	2

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address, and Telephone Number:

*CASTO Technical Services  
 540 Logan Sullivan Way  
 Charleston WV, 25301  
 304-396-0549*

**FOR INFORMATION CONTACT THE BUYER**

Guy Nisbet  
 (304) 558-2596  
 guy.l.nisbet@wv.gov

Signature X

FEIN #

*550539186*

DATE

*7-13-15*

All offers subject to all terms and conditions contained in this solicitation

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 11 - CHILLER PLANT 218 CALIFORNIA AVE CHARLESTON WV 25305 US

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GSD1500000030	<b>Document Phase</b> Draft	<b>Document Description</b> Addendum-Annual Maint; Cleanin g of Chillers and Towers Bld11	<b>Page 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions .

**SOLICITATION NUMBER:** CRFQ 0211 GSD150000030  
**Addendum Number:** No.01

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

Addendum issued to publish and distribute the attached pre-bid sign-in sheet to the vendor community.

No other changes.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:  
(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Cento Technical Services  
Company

[Signature]  
Authorized Signature

7-13-15  
Date

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



**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Casto Technical Services  
(Company)

Chris Sergent Account Manager  
(Authorized Signature) (Representative Name, Title)

304-396-0549 304-396-9920 7-12-15  
(Phone Number) (Fax Number) (Date)

## SIGN IN SHEET

Page 1 of 2

Request for Proposal No. GSD1500000030 PLEASE PRINT

Date: 06/25/2015

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Trane</u> Rep: <u>Tim Mills</u> Email Address: <u>Tim.Mills@Trane.com</u>	<u>2570-A Penn. Ave.</u> <u>Charleston, WV 25302</u>	PHONE <u>304-348-2815</u> TOLL FREE FAX
Company: <u>Trane</u> Rep: <u>Joe Linville</u> Email Address: <u>Joe.Linville@TRC.com</u>	<u>2570-A Penn Ave</u> <u>Charleston WV 25304</u>	PHONE <u>304 348 2815</u> TOLL FREE FAX <u>304 348-2810</u>
Company: <u>Nitro Mechanical</u> Rep: <u>Roady Barnett</u> Email Address: <u>Rbarnett@nitromechanical.com</u>	<u>4300 First Ave 2nd Floor</u> <u>Nitro WV 25143</u>	PHONE <u>304 204 1525</u> TOLL FREE FAX <u>304 204 1350</u>
Company: <u>Johnson Controls</u> Rep: <u>Dave Darwood</u> Email Address: <u>dave.darwood@jci.com</u>	<u>4132 First Avenue</u> <u>Nitro, WV 25143</u>	PHONE <u>304 755-4353</u> TOLL FREE <u>red 304-440-8416</u> FAX
Company: <u>Cisco Technical Services</u> Rep: <u>Chris Sargent</u> Email Address: <u>csargent@ccototech.com</u>	<u>5910 Leon Sullivan Way</u> <u>Charleston WV 25301</u>	PHONE <u>304-374-0549</u> TOLL FREE FAX

**SIGN IN SHEET**

**Request for Proposal No. GSD1500000030 PLEASE PRINT**

Date: 06/25/2015

**\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD**

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Alpha Mechanical</u> Rep: <u>John Jennings</u> Email Address: <u>john.jennings@alpha-mech.com</u>	<u>401 27th Street</u> <u>Dunbar WV 25064</u>	PHONE <u>(304) 550-5289</u> TOLL FREE <u>888-212-6324</u> FAX <u>(502) 400-4958</u>
Company: <u>Perfection Group</u> Rep: <u>Traci Ray</u> Email Address: <u>tray@perfectiongroup.com</u>	<u>102 Roxalana Bus. Park</u> <u>Dunbar, WV 25064</u>	PHONE <u>304-373-7246</u> TOLL FREE FAX <u>855-879-8051</u>
Company: <u>Perfection Group</u> Rep: <u>Ashleigh Fields</u> Email Address: <u>afields@perfectiongroup.com</u>	<u>102 Roxalana Bus. Park</u> <u>Dunbar, WV 25064</u>	PHONE <u>304-373-7246</u> TOLL FREE FAX <u>855-879-8051</u>
Company: <u>GSD -</u> Rep: <u>Bill Coyle Business Mgr</u> Email Address: <u>William.E.Coyle@wv.gov</u>		PHONE TOLL FREE FAX
Company: <u>GSD</u> Rep: <u>Tony Walker</u> Email Address: _____		PHONE TOLL FREE FAX

Exhibit A Pricing Page

Name of Bidder: Casto Technical Services

We, the bidder, having examined the site and being familiar with the local conditions affecting the cost of the work and also being familiar with the general conditions to bidders, drawings, and specifications, hereby propose to furnish all materials, equipment, and labor to complete all work in a workmanlike manner, as described in the Bidding Documents.

TOTAL CONTRACT BID

Thirty Three thousand dollars and zero cents

(\$ 33,000.00 )

Total to be written in figures and words. In the event that the written amount and the numerical amount differ, the written amount shall prevail.

References

1. Reference Name: City Holdings of WV (Tim Cowan)

Position: Facilities Manager

Address: 25 Gatewater Road, Cross Lanes, WV 25213

Telephone Number: 309-776-8705

Project Name: City Holdings

Project Description: All forms of maintenance and service

2. Reference Name: Berry Justice (Camden Clark Hospital)

Position: Facilities Manager

Address: Peckersburg WV

Telephone Number: 304-982-2991

Project Name: Chiller tear down and maintenance

Project Description: Tear down of Trane chillers and maintenance

3. Reference Name: VA Medical Center (William Akers)

Position: Facilities Manager

Address: 600 Veterans Avenue

Telephone Number: 304-255-2121 x4724

Project Name: Chiller tear down and maintenance

Project Description: Tear down Trane chillers and maintenance

# CONTRACTOR LICENSE

Authorized by the

**West Virginia Contractor Licensing Board**

**Number:** WV001241

**Classification:**

ELECTRICAL  
HEATING, VENTILATING & COOLING  
PIPING

CASTO TECHNICAL SERVICES INC  
DBA CASTO TECHNICAL SERVICES INC  
PO BOX 627  
CHARLESTON, WV 25322-0627

**Date Issued**

**Expiration Date**

AUGUST 13, 2014

AUGUST 13, 2015

  
Authorized Company Signature

  
Chair, West Virginia Contractor  
Licensing Board

**WEST VIRGINIA  
CONTRACTOR  
LICENSING  
BOARD**

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.



**CASTO TECHNICAL SERVICES, INC.**

**W. VA. ALCOHOL & DRUG-FREE WORKPLACE ACT POLICY**

**Introduction<sup>1</sup>**

Casto Technical Services ("CTS") is committed to maintaining a drug and alcohol free workplace. Drug and alcohol use, and/or the unlawful possession or use of controlled substances directly affects job performance, threatens the safety of co-workers, other workers, and the public, and is inconsistent with the behavior expected of a CTS employee. CTS believes that a working environment, free of drug and alcohol use, is healthier, safer, more productive, and is a condition desired by most employees and their families. Therefore, employees must adhere to the following:

- The unlawful use, possession, manufacture, distribution, sale or dispensation of drugs on company premises or while conducting company business off premises is strictly forbidden.
- The possession or use of alcohol on company premises or while conducting company business is strictly forbidden.
- Being under the influence of alcohol or an illegal substance on company premises, or while conducting company business, or while driving a company supplied vehicle is strictly forbidden.
- Employees whose physician has prescribed a drug or controlled substance that might adversely affect their ability to perform their work must provide a written statement from their doctor.
- Any use, possession, manufacturing, distribution, sale or dispensation of illegal drugs off premises and off company time that adversely affect the individual's work performance, his or her own or others' safety at work, or the company's reputation in the community is strictly forbidden.
- Failure to adhere to the requirements of any drug treatment or counseling program in which the employee is enrolled is grounds for disciplinary action, up to and including termination.
- Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

**Applicability**

CTS will conduct drug and alcohol testing of employees engaged in safety-sensitive duties or working in construction on state public improvements pursuant to the provisions of the W. Va. Alcohol & Drug-Free Workplace Act.

CTS will also conduct pre-employment testing of employees hired to engage in the same work.

**Policy Coordinator**

Any questions or comments concerning this policy should be directed to the employee's job superintendent or to the company's alcohol & drug-free workplace policy coordinator, Amanda Doss. The policy coordinator's address and telephone number is listed below:

*Casto Technical Services, Inc.  
540 Leon Sullivan Way  
P. O. Box 627  
Charleston, West Virginia 25322  
(304) 346-0549*

**Types of Drug & Alcohol Testing**

1. **PRE-EMPLOYMENT DRUG TESTING:** CTS shall conduct pre-employment drug testing of all new employees hired to perform safety-sensitive duties. If the newly hired employee does not pass the drug test, then the employee is not eligible for employment with the company.
2. **RANDOM DRUG TESTING:** CTS shall conduct random drug testing that annually tests at least ten percent (10%) of the company employees who perform safety-sensitive duties.
3. **POST ACCIDENT DRUG OR ALCOHOL TESTING:** CTS shall conduct a drug or alcohol test of any employee who may have caused or contributed to an accident while conducting job duties where reasonable cause exists to suspect that the employee may be intoxicated or under the influence of a controlled substance not prescribed by the employee's physician. The drug or alcohol test shall be conducted as soon as possible after the accident occurs and after any necessary medical attention has been administered to the employee.

<sup>1</sup> Casto Technical Services incorporates by reference the provisions of the W. Va. Alcohol and Drug-Free Workplace Act (W. Va. Code Section 21-1D-1 *et seq.*) as if specifically addressed herein, including the definitions set forth in Section 21-1D-2.

4. **REASONABLE CAUSE DRUG OR ALCOHOL TESTING:** CTS shall conduct a drug or alcohol test of any employee when there is reasonable cause to believe that the employee has reported to work or is working under the influence of a drug of abuse or alcohol.

#### Medical Review Officer

1. CTS shall designate a qualified Medical Review Officer ("MRO") to review and interpret laboratory results.
2. The MRO will determine whether there is a legitimate medical explanation for a laboratory-confirmed positive, adulterated, or substituted result; and review and report a verified result in a timely and confidential manner.
3. The MRO shall review all drug tests yielding a positive result.
4. The MRO shall review collection and testing procedures to help ensure that appropriate procedures are being followed.

#### Testing Protocols

1. All drug tests performed shall be conducted by a laboratory certified by the United States Department of Health and Human Services or its successor.
2. Urine specimens of individuals shall be collected in a scientifically or medically approved manner and under reasonable and sanitary conditions.
3. The collection and testing of urine specimens will be done with due regard for the privacy of the individual being tested and in a manner reasonably calculated to prevent substitutions or interference with the collection and testing of specimens.
4. Documentation of urine specimens will be done through procedures that reasonably preclude the possibility of erroneous identification of test results, and that provide the individual being tested a reasonable opportunity to furnish information identifying any prescription or nonprescription drugs used by the individual in connection with a medical condition to the Medical Review Officer.
5. The collection, maintenance, storage, and transportation of urine specimens will be done in a manner that reasonably precludes the possibility of contamination or adulteration of the specimens.
6. The testing of a urine specimen of an individual to determine if the individual ingested, was injected, or otherwise introduced with a drug of abuse, will be done in a manner that conforms to scientifically accepted analytical methods and procedures that include verification and confirmation of any positive test result by gas chromatography or mass spectrometry.
7. Alcohol testing will be done in a scientifically or medically approved manner, which will include an approved screening device (saliva swap, breath tube) or an Evidential Breath Testing device (breathalyzer). All confirmation alcohol testing will be done with an Evidential Breath Testing device.

#### Designated Testing or Collection Site

1. **Drug Testing:** CTS shall designate appropriate sites to be used for the collection of urine samples. The collector shall be responsible for maintaining collection site security and integrity as followed in federally mandated drug and alcohol testing programs or otherwise accepted as the industry standard.
2. **Alcohol Testing:** CTS shall designate appropriate sites to be used for alcohol testing.

#### Employee Preparation for Testing

1. When an employee is notified of selection for testing, he or she must proceed immediately to the collection site.
2. Employee must have photo identification.
3. Employees may be accompanied to the collection or testing site.
4. Collectors and Breath Alcohol Technicians may come to the worksite to collect specimens, without advanced notice.

#### Laboratory

For testing urine samples, CTS will use LabCorp, as its primary testing laboratory. This laboratory is a DHHS-certified laboratory. CTS may at its discretion, designate another laboratory for urine testing.

The laboratory shall receive, analyze, and report laboratory confirmed results to the MRO.



### Reasonable Cause Suspension from Safety-Sensitive Duties

If CTS has reasonable cause to believe an employee is under the influence of a drug of abuse or alcohol at work and requires the employee to take a drug or alcohol test, the employee shall immediately be suspended from performing safety-sensitive tasks until such time as a drug or alcohol test is performed and results of that test are available.

### Nine-Panel Drug Screen<sup>2</sup>

#### 1. Initial Screening Test

<u>Drugs</u>	<u>Cutoff Level nanograms per milliliter (ng/ml)</u>	
Amphetamines	1,000	
Barbiturates		300
Benzodiazepines	300	
Cannabinoids (marijuana)	50	
Cocaine Metabolites		300
Methadone		300
Opiate metabolites	300	
Hydrocodone		
Hydromorphone		
Oxycodone		
Phencyclidine	25	
Propoxyphene	300	

#### 2. Confirmatory Test

<u>Drugs</u>	<u>Cutoff Level nanograms per milliliter (ng/ml)</u>	
Amphetamines	500	
Barbiturates		300
Benzodiazepines	300	
Cannabinoids (marijuana)	15	
Cocaine Metabolites		150
Methadone		300
Opiate metabolites	300	
Hydrocodone		
Hydromorphone		
Oxycodone		
Phencyclidine	25	
Propoxyphene	300	

3. Any employee testing positive for a drug of abuse shall be discharged.

### Alcohol Screening

1. If the initial alcohol screening test shows an alcohol concentration of less than 0.02, the testing procedure is completed.

2. If the alcohol concentration is 0.02 or greater, then there will be a separate confirmation test conducted using an Evidential Breath Testing device.

☛ The breath alcohol technician will wait 15 minutes, but not more than 30 minutes, before conducting the confirmation test.

☛ During this time, the employee is not allowed to eat, drink, smoke, belch, put anything in his or her mouth or leave the testing area.

3. 0.04 or greater:

<sup>2</sup> These cut-off levels are federally-recognized standards.

A confirmed test result of 0.04 or greater shall result in disciplinary action up to and including discharge. If the employee is not discharged, any return to duty will be contingent on successful completion of the company's return to duty program, which may include evaluation by a substance abuse professional, successful completion of any education, counseling or treatment prescribed by the substance abuse professional prior to returning to work, and provide a negative test result for drugs and a breath test less than 0.02 of alcohol. If the employee is not discharged, he or she shall be subjected to random drug and alcohol testing at any time for one year after the positive test.

4. 0.08 or greater:

A confirmed test result of .08 or greater will result in immediate discharge.

**Contesting Positive Results**

1. **Drug Testing**

An employee may contest a positive drug test result by contacting the MRO within seventy-two (72) hours of notification of a positive result.

Challenge testing will be performed on the untested second portion of the split sample. The employee may request that the MRO direct that a different certified laboratory perform the test.

There are no cut-off levels applicable to the split sample testing.

The employee must pay any costs or fees associated with the challenge test.

2. **Alcohol Testing**

An employee may contest a positive alcohol test by contacting the MRO within twenty-four (24) hours of notification of a positive result.

The MRO shall review the alcohol testing procedure and examine any alternate medical explanations for a positive test result and report any findings to the Policy Coordinator. Thereafter, CTS will review the matter and make a decision concerning the employee's status.

**Refusing to Consent to Testing**

1. Employees refusing to consent to drug or alcohol testing shall be discharged from employment.

2. A newly hired employee that refuses to consent to pre-employment drug testing shall no longer be eligible for employment with the company.

3. If an employee is caught adulterating a drug or alcohol test, the employee shall be discharged from employment.

4. If a newly hired employee is caught adulterating a pre-employment drug test, the employee shall no longer be eligible for employment with the company.

**Employee Assistance**

1. CTS shall provide to any employee testing positive for a drug of abuse or alcohol, a list of community resources where employees may seek assistance for themselves or their families.

2. CTS shall assist an employee who voluntarily acknowledges that the employee may have a substance abuse problem by providing a list of community resources where employees may seek assistance for themselves or their families.

3. See attached *List of Community Resources* where employees may seek assistance for themselves or their families.

**Employee Training**

1. **Employee Training**

CTS will provide within six (6) weeks of new employment, at least two (2) hours of drug-free workplace employee education for all employees unless the employee has already received such training at anytime within a prior two-year period.

The employee shall participate in drug-free workplace employee education at least biannually thereafter.

The employee education shall include, but may not be limited to the following:

- a) Explanation about the content of the company's alcohol and drug-free workplace policy.
- b) Employees shall have the opportunity to ask questions regarding the policy.
- c) Employees shall receive a hard copy of the written policy.
- d) Employees shall sign a document acknowledging receipt of the hard copy of the written policy.
- e) Employees shall receive a specific explanation of the basics of drugs and alcohol abuse, including, but not limited to the disease model, signs and symptoms associated with substance abuse, and the effects and dangers of drugs or alcohol in the workplace.
- f) Employees shall receive a list of community resources where employees may seek assistance for themselves or their families.

2. Supervisor Training

CTS will provide at least two (2) hours of drug-free workplace supervisor training for supervisory employees and annually thereafter. The supervisor training shall include the following:

- a) How to recognize a possible drug or alcohol problem;
- b) How to document behaviors that demonstrate a drug or alcohol problem;
- c) How to confront employees with the problem from observed behaviors;
- d) How to initiate reasonable suspicion and post-accident testing;
- e) How to handle the procedures associated with random testing;
- f) How to make an appropriate referral for assessment and assistance; and
- g) How to follow up with employees returning to work after a positive test.

Confidentiality and Recordkeeping

- 1. All drug and alcohol testing information specifically related to individual employees is confidential and should be treated as such by anyone authorized to review or compile program records.
- 2. No information about any individual test result shall be released without written authorization of the tested employee with the exception of the following: The W. Va. Alcohol and Drug-Free Workplace Act does provide for inspection of records by the public authority which let the contract and its officers and agents.

List of Community Resources

Henry R. Bussey, MA  
 218 D. Street  
 South Charleston, WV 25303  
 (304) 720-3835

Dr. Ralph Smith  
 Charleston Psychiatric Group, Inc.  
 2008 Kanawha Boulevard East  
 Charleston, WV  
 (304) 344-0349

Peoplework Solutions  
 497 1<sup>st</sup> Avenue, South  
 Nitro, WV  
 (304) 722-9119

Psychological Consultation & Assessment  
 202 Glass Drive  
 Cross Lanes, WV

(304) 776-7230

Kanawha Pastoral Counseling Center, Inc.  
 16 Broad Street  
 Charleston, WV  
 (304) 346-9689 or 800-340-9680

Shawnee Hills, Inc.  
 Various Locations  
 Charleston (304) 345-4800  
 Boone County (304) 369-1930  
 Clay County (304) 587-4205  
 Putnam County (304) 757-1000

New Hope Christian Counseling Center  
 5130 MacCorkle Avenue SE  
 Charleston WV  
 (304) 926-8600



State of West Virginia  
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT  
West Virginia Code §21-1D-5

STATE OF WEST VIRGINIA,  
COUNTY OF KANAWHA, TO-WIT:

I, Chris Sargent, after being first duly sworn, depose and state as follows:

1. I am an employee of Casto Technical Sues; and,  
(Company Name)
2. I do hereby attest that Casto Technical Sues.  
(Company Name)

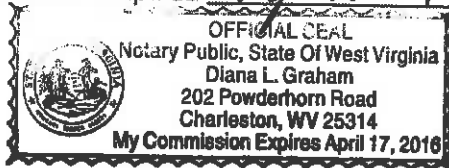
maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code §21-1D**.

The above statements are sworn to under the penalty of perjury.

By: Chris Sargent  
 Title: Account Manager  
 Company Name: Casto Technical Services  
 Date: 7-13-15

Taken, subscribed and sworn to before me this 13<sup>th</sup> day of July, 2015.  
 By Commission expires April 17, 2016

(Seal)



Diana L. Graham  
 (Notary Public)

**THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.**

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Casto Technical Services, Inc.  
of Charleston, WV, as Principal, and Western Surety Company  
of Chicago, IL, a corporation organized and existing under the laws of the State of  
SD with its principal office in the City of Chicago, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of Five Percent of Amount Bid (\$ 5%) for the payment of which,  
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
Annual Maint; Cleaning of Chillers and Towers Bid11 - According to Plans & Specifications

**NOW THEREFORE,**

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal  
attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform  
the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in  
full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no  
event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no  
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby  
waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and  
Surety, or by Principal individually if Principal is an individual, this 15th day of July, 2015.

Principal Seal

Casto Technical Services, Inc.  
(Name of Principal)

By \_\_\_\_\_  
(Must be President, Vice President, or  
Duly Authorized Agent)

\_\_\_\_\_  
(Title)

Surety Seal

Western Surety Company  
(Name of Surety)

By: Patricia A. Moye  
Patricia A. Moye, WV Resident Agent Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and  
must attach a power of attorney with its seal affixed.**

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Gregory T Gordon, Allan L Mc Vey, Kimberly J Wilkinson, Patricia A Moye, Individually**

of Charleston, WV, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 20th day of February, 2014.



WESTERN SURETY COMPANY

*Paul T. Bruflat*

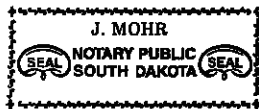
Paul T. Bruflat, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 20th day of February, 2014, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2015



*J. Mohr*

J. Mohr, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 15<sup>th</sup> day of July, 2015.



WESTERN SURETY COMPANY

*L. Nelson*

L. Nelson, Assistant Secretary

**Authorizing By-Law**

**ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY**

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Custo Technical Services

Authorized Signature: [Signature] Date: 7-13-15

State of West Virginia

County of KANAWHA, to-wit:

Taken, subscribed, and sworn to before me this 13<sup>th</sup> day of July, 2015

My Commission expires April 17, 2016

**AFFIX SEAL HERE**

**NOTARY PUBLIC** Diana L. Graham

*Purchasing Affidavit (Revised 07/01/2012)*

