



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header

List View

General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#)

Procurement Folder: 176416

Procurement Type: Central Purchase Order

Vendor ID: 00000214081

Legal Name: STANLEY STEEMER

Alias/DBA:

Total Bid: \$58,000.00

Response Date: 02/22/2016

Response Time: 15:42

SO Doc Code: CRFQ

SO Dept: 0603

SO Doc ID: ADJ1600000017

Published Date: 2/17/16

Close Date: 2/23/16

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum 3 Williamstown AASF1
Mold Remediation/Duct Cleaning

Total of Header Attachments: 0

Total of All Attachments: 0



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 176416

Solicitation Description : Addendum 3 Williamstown AASF1 Mold Remediation/Duct Cleaning

Proc Type : Central Purchase Order

Date issued	Solicitation Closes	Solicitation No	Version
	2016-02-23 13:30:00	SR 0603 ESR02221600000003708	1

VENDOR
000000214081 STANLEY STEEMER

FOR INFORMATION CONTACT THE BUYER
 Crystal Rink
 (304) 558-2402
 crystal.g.rink@wv.gov

Signature X **FEIN #** **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Contract Item#1- Base Bid				\$39,100.00

Comm Code	Manufacturer	Specification	Model #
76101604			

Extended Description : Contract Item 1- Base Bid- Labor, materials, and all associated costs to remediate mold and clean the existing ductwork at the Williamstown AASF#1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Item#2- Alternate No. 1				\$18,900.00

Comm Code	Manufacturer	Specification	Model #
76111602			

Extended Description : Contract Item 2- Alternate No. 1- Ductwork cleaning, to clean ALL of the existing ductwork, per instructions.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRF-Q ADJ1600000017

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.

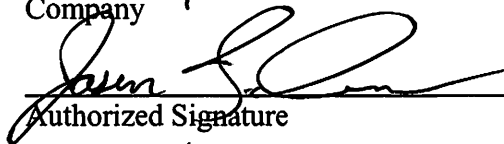
Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|----------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" 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.

Stanley Steemer
Company


Authorized Signature

2/19/16
Date

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

Platte River Insurance Company
500 Northridge Rd., Suite 375, Atlanta, GA 30350

BID BOND

Bond Number 41340393

KNOW ALL PERSONS BY THESE PRESENTS,

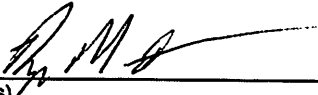
That we, Stanley Steemer (hereinafter called the "Principal"), as Principal, and the Platte River Insurance Company of Madison, Wisconsin a corporation duly organized under the laws of the State of Nebraska (hereinafter called the "Surety"), as Surety, are held and firmly bound unto State of West Virginia (hereinafter called the "Obligee"), in the sum of Five percent (\$2,900), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Williamstown AASF1 Mold Remediation/Duct Cleaning.

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

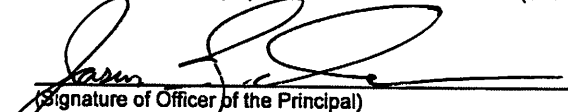
Signed and sealed this 22nd day of February, 2016.

This bond automatically expires ninety (90) days from the original bid date.



(Witness)

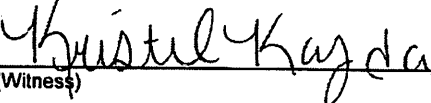
Stanley Steemer
(Print Name of Principal) _____ (Seal)




(Signature of Officer of the Principal)

Jason Fender VP
(Print Name of Officer of the Principal and Title)

Platte River Insurance Company



(Witness)



(Signature of Attorney-in-Fact) _____ (Seal)

Kerry Germanoski, Attorney-in-fact
(Print Name of Attorney-in-Fact and title)

PLATTE RIVER INSURANCE COMPANY
POWER OF ATTORNEY

41340393

KNOW ALL MEN BY THESE PRESENTS, That the PLATTE RIVER INSURANCE COMPANY, a corporation of the State of Nebraska, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint

-----DUVALI, MCCASKILL, KERRY M. GERMANOSKI, MYESHA CARMON-----
-----JENNIFER U HORNE, FRANKIE HILL-----

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

-----ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED \$20,000,000.00-----

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PLATTE RIVER INSURANCE COMPANY at a meeting duly called and held on the 8th day of January, 2002.

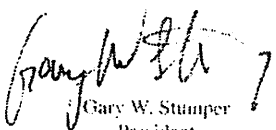
"RESOLVED, that the President, and Vice-President, the Secretary or Treasurer, acting individually or otherwise, he and they hereby are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings and other writings obligatory in the name thereof, one or more vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointee to have the powers and duties usual to such offices to the business of the company; the signature of such officers and the seal of the Corporation may be affixed to such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Corporation in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers at any time."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

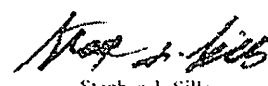
In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

IN WITNESS WHEREOF, the PLATTE RIVER INSURANCE COMPANY has caused these presents to be signed by its officer undersigned and its corporate seal to be hereto affixed duly attested, this 27th day of July, 2015.

Attest:


Gary W. Stumper
President
Surety & Fidelity Operations

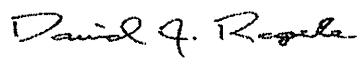


PLATTE RIVER INSURANCE COMPANY

Stephen J. Sills
CEO & President

STATE OF WISCONSIN } S.S.
COUNTY OF DANE

On the 27th day of July, 2015 before me personally came Stephen J. Sills, to me known, who being by me duly sworn, did depose and say: that he resides in the County of New York, State of New York; that he is President of PLATTE RIVER INSURANCE COMPANY, the corporation described herein and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.

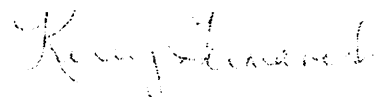



David J. Regele
Notary Public, Dane Co., WI
My Commission Is Permanent

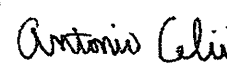
STATE OF WISCONSIN } S.S.
COUNTY OF DANE

I, the undersigned, duly elected to the office stated below, now the incumbent in PLATTE RIVER INSURANCE COMPANY, a Nebraska Corporation, authorized to make this certificate, DO HEREBY CERTIFY that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Middleton, State of Wisconsin this 22nd day of February, 2016.






Antonia Cefli
Secretary

STANLEY STEEMER®



Williamstown AASF1
Mold Remediation/ Duct Cleaning
CRFQ 0603 ADJ1600000017

387 Aviation Dr
Williamstown, WV 26187

Bid Clerk:

The following proposal is for the cleaning of the **Williamstown AASF1 Mold Remediation/ Duct Cleaning**. Below, I will describe what is included in each of our services along with the related pricing. Please contact me if you have any questions or concerns and I'll make sure any questions get answered.

About our Indoor Environment Cleaning:

Stanley Steemer is a certified NADCA company. NADCA is a HVAC inspection, maintenance and restoration association. We comply with all NADCA residential and commercial HVAC system cleaning specifications and requirements.

Stanley Steemer is also a certified IICRC company. The IICRC is an organization that regulates and certifies individuals in the inspection, cleaning, and restoration industry. We comply with all IICRC regulations for standard of care.

Scope of Work

Base Bid:

3.1.1. Labor, materials, and all associated costs to remove/ remediate mold and mildew in the HVAC system, including diffusers, duct work and HVAC units themselves at the AASF#1 facility at Williamstown, WV.

Alternate Bid 1:

3.1.2. Contract Item#2: Alternate #1 Labor, materials and all associated costs to clean the duct work at the AASF#1 facility at Williamstown, WV

Ductwork: Cleaning Methodology

The work involves the removal and disposal of particulates from the HVAC supply and return systems. We utilize aggressive agitation tools, compressed air, and negative pressure- all passing through to our trucks. We will mechanically clean all main trunk lines and branch duct runs. All lined duct work and flexible duct will be cleaned with compressed air, non-aggressive agitation devices along with contact vacuuming. The cleaning also includes the wiping down and cleaning of all registers and diffusers, as well as, HEPA vacuuming ceiling tiles adjacent to diffusers. Before and after pictures will be presented along with a post-inspection report when the job is complete.



Air Handling Units: Cleaning Methodology

We will complete a NADCA “Type 2” cleaning on affected HVAC units with an alkaline coil cleaner. This includes the cleaning of the blower motor, blades, coils, drain pan and all other accessible surfaces within the air handler cabinet with an antimicrobial cleaner. The coils can be a major source of contamination because of its moisture content and contact with potential contaminants. We highly recommend that they be done along with the duct work to ensure a complete cleaning of the system.



Safety

Stanley Steemer maintains the highest safety standards in our industry. We abide by all OSHA safety standards, especially, lock out/tag out procedures, fall prevention and confined space policies. Our crews are also thoroughly trained and we adhere to a strict Drug-Free workplace policy.

Timing

Stanley Steemer is very flexible on our HVAC system cleaning scheduling. We will certainly work with your schedule.

Pricing

To perform all of the above work for you the price is as follows:

Base Bid: \$39,100 Alternate#1: \$18,900

If you have any questions, or if I can be of any further assistance, please give me a call at 540-380-3662, or on my cell 540-537-6144.

Sincerely,
Jason Fender ASCS, CVI, VSMR
Director of Franchise Operations
Stanley Steemer

Stanley Steemer also provides the following services:

- *24HR. Emergency Fire and Water Restoration
- *Mold and Odor Remediation
- *Air Duct Cleaning
- *Dryer Vent Cleaning (stacks included)
- *Air Handling Unit Coil and Blower Cleaning
- *Carpet Cleaning, Protection, and Deodorization
- *Oriental and Specialty Area Rug Cleaning
- *Upholstery and Leather Cleaning
- *Smoke Removal and Room Conversions
- *Tile and Grout Cleaning- ceramic, porcelain, terrazzo, Mexican tile.
- *Clear and Color Grout Sealing

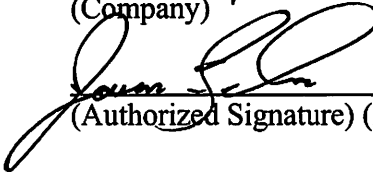
Stanley Steemer of Roanoke 120 Bayne Rd, Salem VA 24153
(540-380-3662 Office) (540-380-3631 Fax) or (1-800-Steemer)



CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Stanley Steemer
(Company)

 Jason Fender, VP
(Authorized Signature) (Representative Name, Title)

540-380-3662 540-380-3631 2/19/16
(Phone Number) (Fax Number) (Date)

State of West Virginia
Purchasing Division

CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

In accordance with *West Virginia Code* § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. That report must include each of the items identified below in the Required Report Content section.

Instructions: Vendor should complete this coversheet, attach it to the required report, and submit it to the appropriate location as follows: For contracts more than \$25,000, the report should be mailed to the West Virginia Purchasing Division at 2019 Washington Street East, Charleston, WV 25305. For contracts of \$25,000 or less, the vendor should mail the report to the public authority issuing the contract.

Contract Identification:

Contract Number: CRFQ 0603 ADJ1600000017

Contract Purpose: Williamstown AASEL Mold Remediation/Duct Cleaning

Agency Requesting Work: Department of Administration Purchasing Division

Required Report Content: The attached report must include each of the items listed below. The vendor should check each box as an indication that the required information has been included in the attached report.

- Information indicating the education and training service to the requirements of *West Virginia Code* § 21-1D-5 was provided;
- Name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- Average number of employees in connection with the construction on the public improvement;
- Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor Contact Information:

Vendor Name: Stanley Steemer

Vendor Telephone: 540-380-3662

Vendor Address: 520 16th St.
Dunbar, WV 25064

Vendor Fax: 540-380-3631

Required Report Content:

1.) Information Indicating WV Code 21-1D-5

Section of our employee handbook covering this info enclosed.

2.) Name of Laboratory that preforms our drug tests:

Physical Exams Inc.
313 Maccorkle SW
Suite 201
Charleston WV 25303

3.) Average number of employees in connection with the construction on the public improvement

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4.) Drug test results for 2015

- A) 17 Negative, 2 Positive
- B) 0
- C) 2 Negative
- D) 0

If you feel you have a problem, you should present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your manager or supervisor will be able to satisfactorily resolve most matters.

If you find that you still have questions after meeting with your supervisor or that you would like further clarification on the matter, you may request a meeting with the Director of Personnel. (S)he will review the issues and meet with you to discuss possible solutions.

Your suggestions and comments on any subject are important to us so we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

DRUG-FREE WORKPLACE POLICY

Statement of Purpose

Stanley Steemer's Drug-Free Workplace Program was adopted to ensure, to the greatest extent possible, that we have a work environment free of the negative effects of drug and alcohol abuse. The abuse of drugs and alcohol leads to an increased number of accidents and medical claims. The abuse of drugs and alcohol can also lead to the deterioration of an employee's health and can interfere with family life. Our goal is to provide help for our employees who have substance abuse problems while at the same time ensuring that our workplace is operating efficiently and safely. We believe that early recognition and treatment are critical to successful rehabilitation and to the minimization of business, personal, family and social disruption. Therefore, we strongly encourage employees to voluntarily seek help. However, for those employees who refuse to seek assistance or refuse to comply with the Drug-Free Workplace Program, Stanley Steemer will take appropriate measures to ensure our goal is reached. Finally, we believe it is important that our employees' personal privacy and dignity be respected while maintaining a safe and productive workplace. The following provides a summary of Stanley Steemer's Drug-Free Workplace Policy.

Coverage

The Drug-Free Workplace Policy covers all part-time and full-time employees of Stanley Steemer.

Employee Assistance

Stanley Steemer encourages employees to seek help voluntarily. Employees who undergo voluntary counseling or treatment and who continue to work are subject to the same job performance and behavior standards as other employees. As is the case of all employees, those seeking voluntary counseling or treatment who fail to meet performance standards will be subject to disciplinary action.

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Prohibited Conduct

The policy lists fourteen (14) examples of prohibited conduct which include use, possession, manufacture, distribution, sale or being under the influence of illicit drugs on all company property on company business or during working hours. Other violations include being convicted under any criminal drug or alcohol statute for a violation occurring in the workplace or while conducting company business and failing to notify Stanley Steemer within five (5) days of the conviction.

Employees taking prescription drugs must do so according to their physician's direction. *In addition, employees must follow manufacturer's directions when taking over-the-counter drugs.* Employees in safety sensitive positions who take prescription or over-the-counter drugs must immediately notify a supervisor of the drug use if the use could alter the employee's physical or mental ability to perform his or her job.

Unauthorized use of alcohol, possession of alcohol or being "under the influence" of alcohol (defined as a blood alcohol content of .05 or higher) on all company property or while on company business, is also prohibited. There are a number of exceptions in the policy to the prohibition of alcohol consumption and storage. **However, the exceptions do not permit an employee to be "under the influence" of alcohol under any circumstance.** For example:

- consumption is allowed at a company sponsored function when authorized in advance by the Department Head with the consent of the President or Vice President of Stanley Steemer;
- consumption is allowed while an employee is attending a professional activity or while conducting business entertainment with non-company personnel;
- consumption is allowed while conducting business entertainment with company personnel when authorized in advance by the Department Head and/or the President;
- employees may store sealed, unopened alcohol containers in their vehicles if the containers are not visible and the vehicle is locked; and
- employees who are authorized to operate company-supplied vehicles for personal use may consume alcohol if the employee is not on company time nor on company business.

Finally, refusing to sign the Drug-Free Workplace Policy Acknowledgement Form, the Substance

Abuse Testing Consent Form, the Laboratory Chain of Custody Form or the Rehabilitation Agreement, when required, is a violation of the policy.

Testing

Testing is the only objective way to know with certainty whether an individual has drugs or

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alcohol in his/her system. For the safety of all our employees, Stanley Steemer may test for drugs and/or alcohol in the following circumstances:

- during the pre-employment period;
- where there is reasonable suspicion of prohibited drug or alcohol use;
- after an accident;
- when there is a promotion to supervisor or manager;
- when required by a client; and
- as follow-up treatment and/or assessment.

Some types of testing may be restricted or prohibited by State law. Branch employees in Arizona, California, Connecticut, Nebraska, Oklahoma, Rhode Island or Utah should refer to the full text of the policy to determine which types of testing will be in effect in your workplace.

Refusing to consent to or submit to a drug and/or alcohol test when required under this policy is considered a violation and an employee may be subject to discipline up to and including termination.

Stanley Steemer has adopted procedures that respect employees' privacy and confidentiality concerns to the greatest extent possible. For example, before a reasonable suspicion test can be requested, a supervisor or manager must document all suspected behavior and confer with another supervisor or manager. Whenever possible, the supervisor will discuss the reasonable suspicion referral with the employee in a private location. Further, to ensure testing reliability, Stanley Steemer has contracted with a drug testing laboratory which utilizes the most accurate and advanced testing methods available.

Finally, before a positive test result is reported to Stanley Steemer, the test will be reviewed by an outside Medical Review Officer (MRO) who is a licensed physician. The MRO will contact the employee for further information. If an employee has a legitimate medical explanation for the positive test and the MRO has verified the explanation, the test will be reported as negative to the company.

Consequences

1 An accident is defined as an unplanned, unexpected and unintended event which occurs on company property, on company business, or during working hours, or which involves company supplied motor vehicles or motor vehicles being used for company purposes and which results in either:

- a fatality;
- a bodily injury requiring medical treatment away from the scene; or
- damage to a motor vehicle or other property in excess of \$500.00.

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Any violation of the Drug-Free Workplace Policy, even a first offense, may be a basis for disciplinary action, up to and including termination. An employee who tests positive for the first time may receive an automatic referral to a treatment program if the employee has completed one (1) year with the company and the employee has met the company's work performance standards. However, particularly serious violations, such as selling drugs at Stanley Steemer, will normally result in immediate termination. For new employees or violations other than a positive test, Stanley Steemer may, in its sole discretion, discipline the employee or, in addition to any disciplinary action, refer the employee to qualified professionals for assessment, counseling and/or referral to a treatment program.

Employees who are referred to treatment by Stanley Steemer will be required to sign a rehabilitation agreement. Employees must comply with all of the treatment conditions or they may be discharged. Employees are always required to meet the established standards of conduct and job performance while undergoing substance abuse treatment.

Inspections

Whenever Stanley Steemer has reasonable suspicion to believe that an employee may be in possession of alcohol, drugs or drug paraphernalia on company property, Stanley Steemer may search company property or may request that the employee empty the contents of his/her personal effects or personal vehicle on company property.

Confidentiality

All information concerning drug and/or alcohol testing referrals and testing results, and/or treatment and rehabilitation of an employee will be kept confidential.

IMPORTANT: This document is only a summary of Stanley Steemer's official Drug-Free Workplace Policy. The official copy is available to all employees for their review and should be reviewed with respect to any specific terms, definitions or procedures. This policy does not create a binding employment contract or modify an existing contract.

LISTING OF SAFETY SENSITIVE POSITIONS

Air Duct Technician

Carpet Cleaning Technician

Commercial Carpet Cleaning

Drivers of Company Owned or Leased Vehicles

Drivers of Personal Vehicles for Company Business

Electricians

Forklift Operators

Mechanics

Power Tool Users

Sheetmetal Fabricators

Vehicle Lift Operators

Welders

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**STANLEY STEEMER
DRUG-FREE WORKPLACE POLICY ACKNOWLEDGMENT**

I have received and read the summary of the Drug-Free Workplace Policy of Stanley Steemer. In addition, I have been provided the opportunity to read the Drug-Free Workplace Policy in its entirety. I understand that I am required to follow that policy. I also understand that failure to comply with this policy is the basis for discipline, up to and including termination.

Name (Print): _____

Signature: _____

Date: _____

Dept./ Location: _____

**STANLEY STEEMER
SUBSTANCE ABUSE TESTING CONSENT FORM**

I understand the Drug-Free Workplace Policy of Stanley Steemer establishes conditions under which I may be required to provide a breath, blood or urine sample for drug and/or alcohol testing. If this occurs, I hereby consent to such testing. I authorize the testing laboratory to release my test results to the Medical Review Officer (MRO) and/or to designated supervisors and managers on a need to know basis.

If there is a positive test result, I understand that the MRO may ask me to provide, and I agree to provide, information about any legal non-prescription drugs and other drugs for which I have a prescription that I take routinely or have taken within the last thirty (30) days.

I understand that any communication I may have with the collection site personnel, testing laboratories or MRO does not create or imply any form of doctor/patient relationship.

Name (Print): _____

Signature: _____

Date: _____

Dept./ Location: _____

INTRODUCTORY PERIOD/ORIENTATION

New Stanley Steemer employees are considered provisional or introductory, for a period of up to 90 days from the date of initial employment. This introductory period is very important to you and to Stanley Steemer. During this time, both you and Stanley Steemer will evaluate one another. Stanley Steemer will take this opportunity to determine your compatibility and ability to do the job. The period will also provide you with an opportunity to decide if you are satisfied with the position.

During your introductory period, you may be reviewed periodically by your manager. You may be given written or oral reports of your performance and progress. If satisfactory, you may be recommended for conversion to regular status.

If it is necessary to evaluate further your job performance, an extension of the introductory period may be granted upon approval by your manager and the Personnel Director.

At any time during this introductory period, Stanley Steemer may terminate this employment relationship with or without notice or cause, when it is believed to be in the best interest of Stanley Steemer. Completion of the introductory period and conversion to regular status does not mean you are guaranteed employment for any specific period of time thereafter; your employment will remain "at-will" as discussed earlier in this handbook.

Upon joining our Company, you will be given a copy of our employee handbook and asked to complete personnel, payroll and benefit forms. Your supervisor is responsible for the operations of your department and (s)he is a good source of information about the Company and your job.

HOURS OF WORK

Your work schedule will be determined and communicated to you by your manager. Stanley Steemer reserves the right to change the work schedule of an employee and insofar as practicable will do this in advance.

Because of the nature of our business, your work schedule may vary depending on your job. Our normal business hours are 7:00 a.m. until all jobs are completed, Monday through Saturday.

Because we care about our customers, we offer same day service. Therefore, work hours for crew personnel are based on jobs assigned and pick-ups during the day. Pickup jobs will be assigned based on location and work schedules. Check with your supervisor if you have questions on your hours of work. Refusing a pick up job or assigned work will be considered a voluntary quit, unless otherwise approved by the manager.

PHYSICAL EXAMS INC
102 PATRICK ST, CHARLESTON WV 25387-2444
INVOICE FOR EMPLOYER-REQUESTED EVALUATIONS
STANLEY STEEMER
7/09/15

INVOICE # 101671

STANLEY STEEMER
ATTN: ACCOUNTS PAYABLE
120 BAYNE RD
SALEM, VA 24153

PLEASE WRITE THE INVOICE NUMBER ON YOUR CHECK!
PLEASE REMIT PAYMENT TO: PHYSICAL EXAMS INC, PO BOX 725349, ATLANTA GA 31139.
CALL 304-346-8213 WITH INVOICE QUESTIONS OR CREDIT CARD PAYMENTS
OUR FEDERAL TAXPAYER IDENTIFICATION NUMBER IS 20-0482224

RODNEY R MOHR II

CHARGES FOR 7/9/2015 — DRUG TESTING	AMOUNT
DRUG SCREEN - NON-DOT	40.00
SUMMARY	AMOUNT
TOTAL NEW CHARGES FOR THIS INVOICE	\$ 40.00

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END OF INVOICE 101671

PHYSICAL EXAMS INC
 313 MACCORKLE SW, STE 201, CHARLESTON WV 25303
 CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
 STANLEY STEEMER
 2/19/16

STANLEY STEEMER
 ATTN: ACCOUNTS PAYABLE
 120 BAYNE RD
 SALEM, VA 24153

*THIS ACCOUNT SUMMARY IS PROVIDED FOR YOUR REFERENCE.
 ALL CHARGES FOR SERVICES ARE INVOICED SEPARATELY.
 OUR FEDERAL TAXPAYER IDENTIFICATION NUMBER IS 20-0482224*

SCOTT B TODD [5002]

CHARGES FOR 12/20/2013 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	86163	40.00
STANLEY STEEMER [CHECK 28984]	01/28/2014	-40.00
<i>Negative</i>		

CHARGES FOR 1/23/2014 — [CLINIC STAFF]	INVOICE	AMOUNT
TETANUS/DIPHThERIA VACCINE	86842	50.00
STANLEY STEEMER [CHECK 29344]	06/11/2014	-50.00

JESSE A BELCHER [8449]

CHARGES FOR 1/31/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	87060	40.00
STANLEY STEEMER [CHECK 29086]	03/11/2014	-40.00
<i>Negative</i>		

DANNY R ROUSH [9765]

CHARGES FOR 2/5/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	87169	40.00
STANLEY STEEMER [CHECK 29086]	03/11/2014	-40.00
<i>Negative</i>		

JACOB B WASHINGTON [6224]

CHARGES FOR 3/11/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	88143	40.00
STANLEY STEEMER [CHECK 29187]	04/08/2014	-40.00
<i>Negative</i>		

NATHANIEL J PHILLIPS

CHARGES FOR 3/28/2014 — [CLINIC STAFF]	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	88694	40.00
STANLEY STEEMER [CHECK 29232]	04/20/2014	-40.00
<i>Negative</i>		

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PHYSICAL EXAMS INC
CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
STANLEY STEEMER
 2/19/16
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JOHN C NEAL [6039]			
CHARGES FOR 4/8/2014 — DRUG TESTING		INVOICE	AMOUNT
DRUG SCREEN - NON-DOT		88984	40.00
STANLEY STEEMER [CHECK 29253]	Negative	05/05/2014	-40.00
DONALD H CASDORPH JR [7441]			
CHARGES FOR 4/10/2014 — DRUG TESTING		INVOICE	AMOUNT
DRUG SCREEN - NON-DOT		89055	40.00
STANLEY STEEMER [CHECK 29253]	Negative	05/05/2014	-40.00
ERIC A NEAL [4248]			
CHARGES FOR 4/18/2014 — DRUG TESTING		INVOICE	AMOUNT
DRUG SCREEN - NON-DOT		89343	40.00
STANLEY STEEMER [CHECK 29295]	Negative	05/18/2014	-40.00
SETH W ROSS [2646]			
CHARGES FOR 4/24/2014 — DRUG TESTING		INVOICE	AMOUNT
DRUG SCREEN - NON-DOT		89453	40.00
STANLEY STEEMER [CHECK 29295]	Negative	05/18/2014	-40.00
KEVIN D YATES [2266]			
CHARGES FOR 4/28/2014 — DRUG TESTING		INVOICE	AMOUNT
DRUG SCREEN - NON-DOT		89549	40.00
STANLEY STEEMER [CHECK 29295]	Negative	05/18/2014	-40.00
CHRISTOPHER T BOWLING [8561]			
CHARGES FOR 5/2/2014 — DRUG TESTING		INVOICE	AMOUNT
DRUG SCREEN - NON-DOT		89696	40.00
STANLEY STEEMER [CHECK 29313]	Negative	05/27/2014	-40.00
WILLIAM L ARWOOD [6043]			
CHARGES FOR 5/6/2014 — DRUG TESTING		INVOICE	AMOUNT
DRUG SCREEN - NON-DOT		89776	40.00
STANLEY STEEMER [CHECK 29313]	Negative	05/27/2014	-40.00
CARA E CRAWLEY [5167]			
CHARGES FOR 5/8/2014 — DRUG TESTING		INVOICE	AMOUNT
DRUG SCREEN - NON-DOT		89857	40.00
STANLEY STEEMER [CHECK 29330]	Negative	06/03/2014	-40.00

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PHYSICAL EXAMS INC
CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
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TOMMY L UNDERWOOD [9426]		
CHARGES FOR 6/27/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	91232	40.00
STANLEY STEEMER [CHECK 29434]	07/22/2014	-40.00
SCOTT B TODD [5002]		
CHARGES FOR 7/11/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN-QUICK TEST-5 PANEL	91608	70.00
STANLEY STEEMER [CHECK 29458]	08/05/2014	-70.00
PAUL L JONES [7012]		
CHARGES FOR 8/1/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUGSCREEN-QUICKTEST-10 PANEL+	92216	95.00
STANLEY STEEMER [CHECK 29515]	08/26/2014	-95.00
	<i>Positive</i>	
JASMINE S BROWN [0647]		
CHARGES FOR 8/7/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	92368	40.00
STANLEY STEEMER [CHECK 29533]	08/26/2014	-40.00
RYAN S MCCALLISTER		
CHARGES FOR 8/15/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	92595	40.00
STANLEY STEEMER [CHECK 29544]	09/05/2014	-40.00
ANDREW J BOLTON		
CHARGES FOR 8/15/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	92597	40.00
STANLEY STEEMER [CHECK 29544]	09/05/2014	-40.00
SCOTT B TODD [5002]		
CHARGES FOR 9/5/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	93123	40.00
STANLEY STEEMER [CHECK 29575]	10/09/2014	-40.00
THEOPHILUS T COATS III		
CHARGES FOR 10/6/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94015	40.00
STANLEY STEEMER [CHECK 29659]	11/05/2014	-40.00

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PHYSICAL EXAMS INC
 CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
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BRIAN A DUNCAN [2620]		
CHARGES FOR 10/15/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94302	40.00
<i>STANLEY STEEMER [CHECK 29672]</i>	11/07/2014	-40.00
ROBERT N TENCH		
CHARGES FOR 10/20/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94420	40.00
<i>STANLEY STEEMER [CHECK 29692]</i>	11/14/2014	-40.00
JOSEPH B LANE		
CHARGES FOR 10/28/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94645	40.00
<i>STANLEY STEEMER [CHECK 29692]</i>	11/14/2014	-40.00
COLBY T GILL		
CHARGES FOR 10/29/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94685	40.00
<i>STANLEY STEEMER [CHECK 29692]</i>	11/14/2014	-40.00
HOWARD S GARLAND II		
CHARGES FOR 10/30/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94710	40.00
<i>STANLEY STEEMER [CHECK 29703]</i>	11/21/2014	-40.00
JEREMIAH E NEAL		
CHARGES FOR 10/30/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94712	40.00
<i>STANLEY STEEMER [CHECK 29703]</i>	11/21/2014	-40.00
JOHN F WASHINGTON JR		
CHARGES FOR 11/12/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	95083	40.00
<i>DELETION OF CHARGE 254990</i>	07/29/2015	-40.00
CHARGES FOR 11/13/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	95116	40.00
<i>STANLEY STEEMER [CHECK 29726]</i>	12/04/2014	-40.00

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PHYSICAL EXAMS INC
CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
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DAVID M HALL

CHARGES FOR 1/21/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 29888]

INVOICE	AMOUNT
96670	40.00
03/10/2015	-40.00

JOSHUA S ROSS

CHARGES FOR 3/16/2015 — [CLINIC STAFF]
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 29948]

INVOICE	AMOUNT
98013	40.00
04/16/2015	-40.00

AMOS E BARKER JR

CHARGES FOR 3/30/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 29964]

INVOICE	AMOUNT
98543	40.00
04/22/2015	-40.00

JOHN C NEAL [6039]

CHARGES FOR 4/23/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 30023]

INVOICE	AMOUNT
99410	40.00
05/27/2015	-40.00

JOHNATHON E MCMILLION

CHARGES FOR 5/11/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 30041]

INVOICE	AMOUNT
99906	40.00
06/09/2015	-40.00

KEVIN D YATES [2266]

CHARGES FOR 5/26/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 30066]

INVOICE	AMOUNT
100253	40.00
06/25/2015	-40.00

ROBERT E PAULEY II

CHARGES FOR 6/16/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 30113]

INVOICE	AMOUNT
101008	40.00
06/30/2015	-40.00

BRYAN K PAULEY

CHARGES FOR 6/24/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 30123]

INVOICE	AMOUNT
101214	40.00
07/10/2015	-40.00

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PHYSICAL EXAMS INC
CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
STANLEY STEEMER
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KEVIN L HANSON		
CHARGES FOR 6/24/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	101240	40.00
<i>STANLEY STEEMER [CHECK 30123]</i>	07/10/2015	-40.00
ELI D TOLLIVER		
CHARGES FOR 6/29/2015 — DRUG TESTING	INVOICE	AMOUNT
EMPLOYEE LEFT/NO SVC PERFORMED	101326	0.00
RODNEY R MOHR II		
CHARGES FOR 7/9/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	101671	40.00
<i>STANLEY STEEMER [CHECK 30162]</i>	07/22/2015	-40.00
CHRISTOPHER A PALMER		
CHARGES FOR 7/10/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	101676	40.00
<i>STANLEY STEEMER [CHECK 30183]</i>	08/12/2015	-40.00
DONNA R GREEN		
CHARGES FOR 7/11/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	101710	40.00
<i>STANLEY STEEMER [CHECK 30183]</i>	08/12/2015	-40.00
EDWARD A MEYER		
CHARGES FOR 7/17/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	101899	40.00
<i>STANLEY STEEMER [CHECK 30183]</i>	08/12/2015	-40.00
ERIC S LEFTWICH		
CHARGES FOR 9/9/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	103439	40.00
<i>STANLEY STEEMER [CHECK 30299]</i>	09/23/2015	-40.00
TIFFANY L THOMAS		
CHARGES FOR 9/10/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	103476	40.00
<i>STANLEY STEEMER [CHECK 30311]</i>	10/13/2015	-40.00

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PHYSICAL EXAMS INC
 CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
 STANLEY STEEMER
 2/19/16
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TROY G MILLER [2279]		
CHARGES FOR 10/23/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	104714	40.00
<i>STANLEY STEEMER [CHECK 30438]</i>	01/19/2016	-40.00
CHASE A WENTZ		
CHARGES FOR 10/30/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	104863	40.00
<i>STANLEY STEEMER [CHECK 30438]</i>	01/20/2016	-40.00
CHRISTOPHER R GARNES [9546]		
CHARGES FOR 11/6/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	105063	40.00
<i>STANLEY STEEMER [CHECK 30452]</i>	12/02/2015	-40.00
MATTHEW S MCDILDA		
CHARGES FOR 1/4/2016 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	106197	40.00
<i>STANLEY STEEMER [CHECK 30567]</i>	01/19/2016	-40.00
SUMMARY		AMOUNT
TOTAL CHARGES FOR THIS SUMMARY		\$ 2055.00
TOTAL CREDITS FOR THIS SUMMARY		\$ 2055.00
CURRENT BALANCE FOR THIS SUMMARY		\$ 0.00

END OF SUMMARY

State of West Virginia
Purchasing Division

CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

In accordance with *West Virginia Code* § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. That report must include each of the items identified below in the Required Report Content section.

Instructions: Vendor should complete this coversheet, attach it to the required report, and submit it to the appropriate location as follows: For contracts more than \$25,000, the report should be mailed to the West Virginia Purchasing Division at 2019 Washington Street East, Charleston, WV 25305. For contracts of \$25,000 or less, the vendor should mail the report to the public authority issuing the contract.

Contract Identification:

Contract Number: CRFQ 0603 ADJ1600000017

Contract Purpose: Williamstown AASEL Mold Remediation/Duct Cleaning

Agency Requesting Work: Department of Administration Purchasing Division

Required Report Content: The attached report must include each of the items listed below. The vendor should check each box as an indication that the required information has been included in the attached report.

- Information indicating the education and training service to the requirements of *West Virginia Code* § 21-1D-5 was provided;
- Name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- Average number of employees in connection with the construction on the public improvement;
- Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor Contact Information:

Vendor Name: Stanley Steemer

Vendor Telephone: 540-380-3662

Vendor Address: 520 16th St.
Dunbar, WV 25064

Vendor Fax: 540-380-3631

Required Report Content:

1.) Information Indicating WV Code 21-1D-5

Section of our employee handbook covering this info enclosed.

2.) Name of Laboratory that preforms our drug tests:

Physical Exams Inc.
313 Maccorkle SW
Suite 201
Charleston WV 25303

3.) Average number of employees in connection with the construction on the public improvement

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4.) Drug test results for 2015

- A) 17 Negative, 2 Positive
- B) 0
- C) 2 Negative
- D) 0

If you feel you have a problem, you should present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your manager or supervisor will be able to satisfactorily resolve most matters.

If you find that you still have questions after meeting with your supervisor or that you would like further clarification on the matter, you may request a meeting with the Director of Personnel. (S)he will review the issues and meet with you to discuss possible solutions.

Your suggestions and comments on any subject are important to us so we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

DRUG-FREE WORKPLACE POLICY

Statement of Purpose

Stanley Steemer's Drug-Free Workplace Program was adopted to ensure, to the greatest extent possible, that we have a work environment free of the negative effects of drug and alcohol abuse. The abuse of drugs and alcohol leads to an increased number of accidents and medical claims. The abuse of drugs and alcohol can also lead to the deterioration of an employee's health and can interfere with family life. Our goal is to provide help for our employees who have substance abuse problems while at the same time ensuring that our workplace is operating efficiently and safely. We believe that early recognition and treatment are critical to successful rehabilitation and to the minimization of business, personal, family and social disruption. Therefore, we strongly encourage employees to voluntarily seek help. However, for those employees who refuse to seek assistance or refuse to comply with the Drug-Free Workplace Program, Stanley Steemer will take appropriate measures to ensure our goal is reached. Finally, we believe it is important that our employees' personal privacy and dignity be respected while maintaining a safe and productive workplace. The following provides a summary of Stanley Steemer's Drug-Free Workplace Policy.

Coverage

The Drug-Free Workplace Policy covers all part-time and full-time employees of Stanley Steemer.

Employee Assistance

Stanley Steemer encourages employees to seek help voluntarily. Employees who undergo voluntary counseling or treatment and who continue to work are subject to the same job performance and behavior standards as other employees. As is the case of all employees, those seeking voluntary counseling or treatment who fail to meet performance standards will be subject to disciplinary action.

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Prohibited Conduct

The policy lists fourteen (14) examples of prohibited conduct which include use, possession, manufacture, distribution, sale or being under the influence of illicit drugs on all company property on company business or during working hours. Other violations include being convicted under any criminal drug or alcohol statute for a violation occurring in the workplace or while conducting company business and failing to notify Stanley Steemer within five (5) days of the conviction.

Employees taking prescription drugs must do so according to their physician's direction. *In addition, employees must follow manufacturer's directions when taking over-the-counter drugs.* Employees in safety sensitive positions who take prescription or over-the-counter drugs must immediately notify a supervisor of the drug use if the use could alter the employee's physical or mental ability to perform his or her job.

Unauthorized use of alcohol, possession of alcohol or being "under the influence" of alcohol (defined as a blood alcohol content of .05 or higher) on all company property or while on company business, is also prohibited. There are a number of exceptions in the policy to the prohibition of alcohol consumption and storage. **However, the exceptions do not permit an employee to be "under the influence" of alcohol under any circumstance.** For example:

- consumption is allowed at a company sponsored function when authorized in advance by the Department Head with the consent of the President or Vice President of Stanley Steemer;
- consumption is allowed while an employee is attending a professional activity or while conducting business entertainment with non-company personnel;
- consumption is allowed while conducting business entertainment with company personnel when authorized in advance by the Department Head and/or the President;
- employees may store sealed, unopened alcohol containers in their vehicles if the containers are not visible and the vehicle is locked; and
- employees who are authorized to operate company-supplied vehicles for personal use may consume alcohol if the employee is not on company time nor on company business.

Finally, refusing to sign the Drug-Free Workplace Policy Acknowledgement Form, the Substance

Abuse Testing Consent Form, the Laboratory Chain of Custody Form or the Rehabilitation Agreement, when required, is a violation of the policy.

Testing

Testing is the only objective way to know with certainty whether an individual has drugs or

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alcohol in his/her system. For the safety of all our employees, Stanley Steemer may test for drugs and/or alcohol in the following circumstances:

- during the pre-employment period;
- where there is reasonable suspicion of prohibited drug or alcohol use;
- after an accident;
- when there is a promotion to supervisor or manager;
- when required by a client; and
- as follow-up treatment and/or assessment.

Some types of testing may be restricted or prohibited by State law. Branch employees in Arizona, California, Connecticut, Nebraska, Oklahoma, Rhode Island or Utah should refer to the full text of the policy to determine which types of testing will be in effect in your workplace.

Refusing to consent to or submit to a drug and/or alcohol test when required under this policy is considered a violation and an employee may be subject to discipline up to and including termination.

Stanley Steemer has adopted procedures that respect employees' privacy and confidentiality concerns to the greatest extent possible. For example, before a reasonable suspicion test can be requested, a supervisor or manager must document all suspected behavior and confer with another supervisor or manager. Whenever possible, the supervisor will discuss the reasonable suspicion referral with the employee in a private location. Further, to ensure testing reliability, Stanley Steemer has contracted with a drug testing laboratory which utilizes the most accurate and advanced testing methods available.

Finally, before a positive test result is reported to Stanley Steemer, the test will be reviewed by an outside Medical Review Officer (MRO) who is a licensed physician. The MRO will contact the employee for further information. If an employee has a legitimate medical explanation for the positive test and the MRO has verified the explanation, the test will be reported as negative to the company.

Consequences

1 An accident is defined as an unplanned, unexpected and unintended event which occurs on company property, on company business, or during working hours, or which involves company supplied motor vehicles or motor vehicles being used for company purposes and which results in either:

- a fatality;
- a bodily injury requiring medical treatment away from the scene; or
- damage to a motor vehicle or other property in excess of \$500.00.

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Any violation of the Drug-Free Workplace Policy, even a first offense, may be a basis for disciplinary action, up to and including termination. An employee who tests positive for the first time may receive an automatic referral to a treatment program if the employee has completed one (1) year with the company and the employee has met the company's work performance standards. However, particularly serious violations, such as selling drugs at Stanley Steemer, will normally result in immediate termination. For new employees or violations other than a positive test, Stanley Steemer may, in its sole discretion, discipline the employee or, in addition to any disciplinary action, refer the employee to qualified professionals for assessment, counseling and/or referral to a treatment program.

Employees who are referred to treatment by Stanley Steemer will be required to sign a rehabilitation agreement. Employees must comply with all of the treatment conditions or they may be discharged. Employees are always required to meet the established standards of conduct and job performance while undergoing substance abuse treatment.

Inspections

Whenever Stanley Steemer has reasonable suspicion to believe that an employee may be in possession of alcohol, drugs or drug paraphernalia on company property, Stanley Steemer may search company property or may request that the employee empty the contents of his/her personal effects or personal vehicle on company property.

Confidentiality

All information concerning drug and/or alcohol testing referrals and testing results, and/or treatment and rehabilitation of an employee will be kept confidential.

IMPORTANT: This document is only a summary of Stanley Steemer's official Drug-Free Workplace Policy. The official copy is available to all employees for their review and should be reviewed with respect to any specific terms, definitions or procedures. This policy does not create a binding employment contract or modify an existing contract.

LISTING OF SAFETY SENSITIVE POSITIONS

Air Duct Technician

Carpet Cleaning Technician

Commercial Carpet Cleaning

Drivers of Company Owned or Leased Vehicles

Drivers of Personal Vehicles for Company Business

Electricians

Forklift Operators

Mechanics

Power Tool Users

Sheetmetal Fabricators

Vehicle Lift Operators

Welders

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**STANLEY STEEMER
DRUG-FREE WORKPLACE POLICY ACKNOWLEDGMENT**

I have received and read the summary of the Drug-Free Workplace Policy of Stanley Steemer. In addition, I have been provided the opportunity to read the Drug-Free Workplace Policy in its entirety. I understand that I am required to follow that policy. I also understand that failure to comply with this policy is the basis for discipline, up to and including termination.

Name (Print): _____

Signature: _____

Date: _____

Dept./ Location: _____

**STANLEY STEEMER
SUBSTANCE ABUSE TESTING CONSENT FORM**

I understand the Drug-Free Workplace Policy of Stanley Steemer establishes conditions under which I may be required to provide a breath, blood or urine sample for drug and/or alcohol testing. If this occurs, I hereby consent to such testing. I authorize the testing laboratory to release my test results to the Medical Review Officer (MRO) and/or to designated supervisors and managers on a need to know basis.

If there is a positive test result, I understand that the MRO may ask me to provide, and I agree to provide, information about any legal non-prescription drugs and other drugs for which I have a prescription that I take routinely or have taken within the last thirty (30) days.

I understand that any communication I may have with the collection site personnel, testing laboratories or MRO does not create or imply any form of doctor/patient relationship.

Name (Print): _____

Signature: _____

Date: _____

Dept./ Location: _____

INTRODUCTORY PERIOD/ORIENTATION

New Stanley Steemer employees are considered provisional or introductory, for a period of up to 90 days from the date of initial employment. This introductory period is very important to you and to Stanley Steemer. During this time, both you and Stanley Steemer will evaluate one another. Stanley Steemer will take this opportunity to determine your compatibility and ability to do the job. The period will also provide you with an opportunity to decide if you are satisfied with the position.

During your introductory period, you may be reviewed periodically by your manager. You may be given written or oral reports of your performance and progress. If satisfactory, you may be recommended for conversion to regular status.

If it is necessary to evaluate further your job performance, an extension of the introductory period may be granted upon approval by your manager and the Personnel Director.

At any time during this introductory period, Stanley Steemer may terminate this employment relationship with or without notice or cause, when it is believed to be in the best interest of Stanley Steemer. Completion of the introductory period and conversion to regular status does not mean you are guaranteed employment for any specific period of time thereafter; your employment will remain "at-will" as discussed earlier in this handbook.

Upon joining our Company, you will be given a copy of our employee handbook and asked to complete personnel, payroll and benefit forms. Your supervisor is responsible for the operations of your department and (s)he is a good source of information about the Company and your job.

HOURS OF WORK

Your work schedule will be determined and communicated to you by your manager. Stanley Steemer reserves the right to change the work schedule of an employee and insofar as practicable will do this in advance.

Because of the nature of our business, your work schedule may vary depending on your job. Our normal business hours are 7:00 a.m. until all jobs are completed, Monday through Saturday.

Because we care about our customers, we offer same day service. Therefore, work hours for crew personnel are based on jobs assigned and pick-ups during the day. Pickup jobs will be assigned based on location and work schedules. Check with your supervisor if you have questions on your hours of work. Refusing a pick up job or assigned work will be considered a voluntary quit, unless otherwise approved by the manager.

PHYSICAL EXAMS INC
102 PATRICK ST, CHARLESTON WV 25387-2444
INVOICE FOR EMPLOYER-REQUESTED EVALUATIONS
STANLEY STEEMER
7/09/15

INVOICE # 101671

STANLEY STEEMER
ATTN: ACCOUNTS PAYABLE
120 BAYNE RD
SALEM, VA 24153

PLEASE WRITE THE INVOICE NUMBER ON YOUR CHECK!
PLEASE REMIT PAYMENT TO: PHYSICAL EXAMS INC, PO BOX 725349, ATLANTA GA 31139.
CALL 304-346-8213 WITH INVOICE QUESTIONS OR CREDIT CARD PAYMENTS
OUR FEDERAL TAXPAYER IDENTIFICATION NUMBER IS 20-0482224

RODNEY R MOHR II

CHARGES FOR 7/9/2015 — DRUG TESTING	AMOUNT
DRUG SCREEN - NON-DOT	40.00
SUMMARY	AMOUNT
TOTAL NEW CHARGES FOR THIS INVOICE	\$ 40.00

THIS DOCUMENT CONTAINS PROTECTED HEALTH INFORMATION (PHI) AS DEFINED BY HIPAA

END OF INVOICE 101671

PHYSICAL EXAMS INC
 313 MACCORKLE SW, STE 201, CHARLESTON WV 25303
 CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
 STANLEY STEEMER
 2/19/16

STANLEY STEEMER
 ATTN: ACCOUNTS PAYABLE
 120 BAYNE RD
 SALEM, VA 24153

*THIS ACCOUNT SUMMARY IS PROVIDED FOR YOUR REFERENCE.
 ALL CHARGES FOR SERVICES ARE INVOICED SEPARATELY.
 OUR FEDERAL TAXPAYER IDENTIFICATION NUMBER IS 20-0482224*

SCOTT B TODD [5002]

CHARGES FOR 12/20/2013 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	86163	40.00
STANLEY STEEMER [CHECK 28984]	01/28/2014	-40.00
<i>Negative</i>		

CHARGES FOR 1/23/2014 — [CLINIC STAFF]	INVOICE	AMOUNT
TETANUS/DIPHThERIA VACCINE	86842	50.00
STANLEY STEEMER [CHECK 29344]	06/11/2014	-50.00

JESSE A BELCHER [8449]

CHARGES FOR 1/31/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	87060	40.00
STANLEY STEEMER [CHECK 29086]	03/11/2014	-40.00
<i>Negative</i>		

DANNY R ROUSH [9765]

CHARGES FOR 2/5/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	87169	40.00
STANLEY STEEMER [CHECK 29086]	03/11/2014	-40.00
<i>Negative</i>		

JACOB B WASHINGTON [6224]

CHARGES FOR 3/11/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	88143	40.00
STANLEY STEEMER [CHECK 29187]	04/08/2014	-40.00
<i>Negative</i>		

NATHANIEL J PHILLIPS

CHARGES FOR 3/28/2014 — [CLINIC STAFF]	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	88694	40.00
STANLEY STEEMER [CHECK 29232]	04/20/2014	-40.00
<i>Negative</i>		

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PHYSICAL EXAMS INC
CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
STANLEY STEEMER
 2/19/16
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JOHN C NEAL [6039]		
CHARGES FOR 4/8/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	88984	40.00
STANLEY STEEMER [CHECK 29253]	05/05/2014	-40.00
<i>Negative</i>		
DONALD H CASDORPH JR [7441]		
CHARGES FOR 4/10/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	89055	40.00
STANLEY STEEMER [CHECK 29253]	05/05/2014	-40.00
<i>Negative</i>		
ERIC A NEAL [4248]		
CHARGES FOR 4/18/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	89343	40.00
STANLEY STEEMER [CHECK 29295]	05/18/2014	-40.00
<i>Negative</i>		
SETH W ROSS [2646]		
CHARGES FOR 4/24/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	89453	40.00
STANLEY STEEMER [CHECK 29295]	05/18/2014	-40.00
<i>Negative</i>		
KEVIN D YATES [2266]		
CHARGES FOR 4/28/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	89549	40.00
STANLEY STEEMER [CHECK 29295]	05/18/2014	-40.00
<i>Negative</i>		
CHRISTOPHER T BOWLING [8561]		
CHARGES FOR 5/2/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	89696	40.00
STANLEY STEEMER [CHECK 29313]	05/27/2014	-40.00
<i>Negative</i>		
WILLIAM L ARWOOD [6043]		
CHARGES FOR 5/6/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	89776	40.00
STANLEY STEEMER [CHECK 29313]	05/27/2014	-40.00
<i>Negative</i>		
CARA E CRAWLEY [5167]		
CHARGES FOR 5/8/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	89857	40.00
STANLEY STEEMER [CHECK 29330]	06/03/2014	-40.00
<i>Negative</i>		

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PHYSICAL EXAMS INC
CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
STANLEY STEEMER
2/19/16
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TOMMY L UNDERWOOD [9426]		
CHARGES FOR 6/27/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	91232	40.00
STANLEY STEEMER [CHECK 29434]	07/22/2014	-40.00
SCOTT B TODD [5002]		
CHARGES FOR 7/11/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN-QUICK TEST-5 PANEL	91608	70.00
STANLEY STEEMER [CHECK 29458]	08/05/2014	-70.00
PAUL L JONES [7012]		
CHARGES FOR 8/1/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUGSCREEN-QUICKTEST-10 PANEL+	92216	95.00
STANLEY STEEMER [CHECK 29515]	08/26/2014	-95.00
	<i>Positive</i>	
JASMINE S BROWN [0647]		
CHARGES FOR 8/7/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	92368	40.00
STANLEY STEEMER [CHECK 29533]	08/26/2014	-40.00
RYAN S MCCALLISTER		
CHARGES FOR 8/15/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	92595	40.00
STANLEY STEEMER [CHECK 29544]	09/05/2014	-40.00
ANDREW J BOLTON		
CHARGES FOR 8/15/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	92597	40.00
STANLEY STEEMER [CHECK 29544]	09/05/2014	-40.00
SCOTT B TODD [5002]		
CHARGES FOR 9/5/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	93123	40.00
STANLEY STEEMER [CHECK 29575]	10/09/2014	-40.00
THEOPHILUS T COATS III		
CHARGES FOR 10/6/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94015	40.00
STANLEY STEEMER [CHECK 29659]	11/05/2014	-40.00

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PHYSICAL EXAMS INC
CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
STANLEY STEEMER
2/19/16
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BRIAN A DUNCAN [2620]		
CHARGES FOR 10/15/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94302	40.00
<i>STANLEY STEEMER [CHECK 29672]</i>	11/07/2014	-40.00
ROBERT N TENCH		
CHARGES FOR 10/20/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94420	40.00
<i>STANLEY STEEMER [CHECK 29692]</i>	11/14/2014	-40.00
JOSEPH B LANE		
CHARGES FOR 10/28/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94645	40.00
<i>STANLEY STEEMER [CHECK 29692]</i>	11/14/2014	-40.00
COLBY T GILL		
CHARGES FOR 10/29/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94685	40.00
<i>STANLEY STEEMER [CHECK 29692]</i>	11/14/2014	-40.00
HOWARD S GARLAND II		
CHARGES FOR 10/30/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94710	40.00
<i>STANLEY STEEMER [CHECK 29703]</i>	11/21/2014	-40.00
JEREMIAH E NEAL		
CHARGES FOR 10/30/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	94712	40.00
<i>STANLEY STEEMER [CHECK 29703]</i>	11/21/2014	-40.00
JOHN F WASHINGTON JR		
CHARGES FOR 11/12/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	95083	40.00
<i>DELETION OF CHARGE 254990</i>	07/29/2015	-40.00
CHARGES FOR 11/13/2014 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	95116	40.00
<i>STANLEY STEEMER [CHECK 29726]</i>	12/04/2014	-40.00

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PHYSICAL EXAMS INC
CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
STANLEY STEEMER
 2/19/16
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DAVID M HALL

CHARGES FOR 1/21/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 29888]

INVOICE	AMOUNT
96670	40.00
03/10/2015	-40.00

JOSHUA S ROSS

CHARGES FOR 3/16/2015 — [CLINIC STAFF]
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 29948]

INVOICE	AMOUNT
98013	40.00
04/16/2015	-40.00

AMOS E BARKER JR

CHARGES FOR 3/30/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 29964]

INVOICE	AMOUNT
98543	40.00
04/22/2015	-40.00

JOHN C NEAL [6039]

CHARGES FOR 4/23/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 30023]

INVOICE	AMOUNT
99410	40.00
05/27/2015	-40.00

JOHNATHON E MCMILLION

CHARGES FOR 5/11/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 30041]

INVOICE	AMOUNT
99906	40.00
06/09/2015	-40.00

KEVIN D YATES [2266]

CHARGES FOR 5/26/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 30066]

INVOICE	AMOUNT
100253	40.00
06/25/2015	-40.00

ROBERT E PAULEY II

CHARGES FOR 6/16/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 30113]

INVOICE	AMOUNT
101008	40.00
06/30/2015	-40.00

BRYAN K PAULEY

CHARGES FOR 6/24/2015 — DRUG TESTING
 DRUG SCREEN - NON-DOT
STANLEY STEEMER [CHECK 30123]

INVOICE	AMOUNT
101214	40.00
07/10/2015	-40.00

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PHYSICAL EXAMS INC
CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
STANLEY STEEMER
2/19/16
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KEVIN L HANSON		
CHARGES FOR 6/24/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	101240	40.00
<i>STANLEY STEEMER [CHECK 30123]</i>	07/10/2015	-40.00
ELI D TOLLIVER		
CHARGES FOR 6/29/2015 — DRUG TESTING	INVOICE	AMOUNT
EMPLOYEE LEFT/NO SVC PERFORMED	101326	0.00
RODNEY R MOHR II		
CHARGES FOR 7/9/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	101671	40.00
<i>STANLEY STEEMER [CHECK 30162]</i>	07/22/2015	-40.00
CHRISTOPHER A PALMER		
CHARGES FOR 7/10/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	101676	40.00
<i>STANLEY STEEMER [CHECK 30183]</i>	08/12/2015	-40.00
DONNA R GREEN		
CHARGES FOR 7/11/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	101710	40.00
<i>STANLEY STEEMER [CHECK 30183]</i>	08/12/2015	-40.00
EDWARD A MEYER		
CHARGES FOR 7/17/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	101899	40.00
<i>STANLEY STEEMER [CHECK 30183]</i>	08/12/2015	-40.00
ERIC S LEFTWICH		
CHARGES FOR 9/9/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	103439	40.00
<i>STANLEY STEEMER [CHECK 30299]</i>	09/23/2015	-40.00
TIFFANY L THOMAS		
CHARGES FOR 9/10/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	103476	40.00
<i>STANLEY STEEMER [CHECK 30311]</i>	10/13/2015	-40.00

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PHYSICAL EXAMS INC
 CHRONOLOGIC SUMMARY OF EMPLOYER-REQUESTED EVALUATIONS
 STANLEY STEEMER
 2/19/16
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TROY G MILLER [2279]		
CHARGES FOR 10/23/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	104714	40.00
<i>STANLEY STEEMER [CHECK 30438]</i>	01/19/2016	-40.00
CHASE A WENTZ		
CHARGES FOR 10/30/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	104863	40.00
<i>STANLEY STEEMER [CHECK 30438]</i>	01/20/2016	-40.00
CHRISTOPHER R GARNES [9546]		
CHARGES FOR 11/6/2015 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	105063	40.00
<i>STANLEY STEEMER [CHECK 30452]</i>	12/02/2015	-40.00
MATTHEW S MCDILDA		
CHARGES FOR 1/4/2016 — DRUG TESTING	INVOICE	AMOUNT
DRUG SCREEN - NON-DOT	106197	40.00
<i>STANLEY STEEMER [CHECK 30567]</i>	01/19/2016	-40.00
SUMMARY		AMOUNT
TOTAL CHARGES FOR THIS SUMMARY		\$ 2055.00
TOTAL CREDITS FOR THIS SUMMARY		\$ 2055.00
CURRENT BALANCE FOR THIS SUMMARY		\$ 0.00

END OF SUMMARY

CONTRACTOR LICENSE

Authorized by the

West Virginia Contractor Licensing Board

Number: WV053397

Classification:

SPECIALTY

PARTNERS TOO INC
DBA STANLEY STEEMER
120 BAYNE ROAD
SALEM, VA 24153

Date Issued

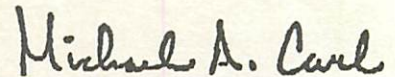
Expiration Date

MARCH 31, 2015

MARCH 31, 2016



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.

ADDITIONAL TERMS AND CONDITIONS (Construction Contracts Only)

1. CONTRACTOR'S LICENSE: West Virginia Code § 21-11-2 requires that all persons desiring to perform contracting work in this state be licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Applications for a contractor's license may be made by contacting the West Virginia Division of Labor. West Virginia Code § 21-11-11 requires any prospective Vendor to include the contractor's license number on its bid. Failure to include a contractor's license number on the bid shall result in Vendor's bid being disqualified. Vendors should include a contractor's license number in the space provided below.

Contractor's Name: Partners Too Inc. dba Stanley Steemer

Contractor's License No. WV053397

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a Award Document.

2. DRUG-FREE WORKPLACE AFFIDAVIT: W. Va. Code § 21-1D-5 provides that any solicitation for a public improvement contract requires each Vendor that submits a bid for the work to submit at the same time an affidavit that the Vendor has a written plan for a drug-free workplace policy. To comply with this law, Vendor must either complete the enclosed drug-free workplace affidavit and submit the same with its bid or complete a similar affidavit that fulfills all of the requirements of the applicable code. Failure to submit the signed and notarized drug-free workplace affidavit or a similar affidavit that fully complies with the requirements of the applicable code, with the bid shall result in disqualification of Vendor's bid. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

2.1. DRUG-FREE WORKPLACE POLICY: Pursuant to W. Va. Code § 21-1D-4, Vendor and its subcontractors must implement and maintain a written drug-free workplace policy that complies with said article. The awarding public authority shall cancel this contract if: (1) Vendor fails to implement and maintain a written drug-free workplace policy described in the preceding paragraph, (2) Vendor fails to provide information regarding implementation of its drug-free workplace policy at the request of the public authority; or (3) Vendor provides to the public authority false information regarding the contractor's drug-free workplace policy.

Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.



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: 176416

Doc Description: Addendum 3 Williamstown AASF1 Mold Remediation/Duct Cleaning

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-02-17	2016-02-23 13:30:00	CRFQ 0603 ADJ1600000017	4

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:

FOR INFORMATION CONTACT THE BUYER

Crystal Rink
 (304) 558-2402
 crystal.g.rink@wv.gov

Signature X

FEIN #

56-1753834

DATE

2/19/16

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



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

STATE OF WEST VIRGINIA,

COUNTY OF Wood, TO-WIT:

I, Jason Fender, after being first duly sworn, depose and state as follows:

1. I am an employee of Stanley Steemer; and,
(Company Name)
2. I do hereby attest that Stanley Steemer
(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: Jason Fender
 Title: VP
 Company Name: Partners Too Inc, dba Stanley Steemer
 Date: 2/19/16

Taken, subscribed and sworn to before me this 19th day of February, 2016.

By Commission expires August 31, 2018

(Seal) **ARIANE MARIE LOVE**
 Notary Public
 Commonwealth of Virginia
 7622307
 My Commission Expires August 31, 2018

Ariane M. Love
 (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.

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: Partners Too Inc. dba Stanley Steemer

Authorized Signature: [Signature] Date: 2/19/16

State of Virginia

County of Roanoke, to-wit:

Taken, subscribed, and sworn to before me this 19th day of February, 2016.

My Commission expires August 31, 2018.

AFFIX SEAL HERE



NOTARY PUBLIC Ariane M. Love