



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: 178404

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0621

Vendor ID: 00000221536

SO Doc ID: DJS160000007

Legal Name: REDWOOD TOXICOLOGY LABORATORY INC

Published Date: 3/9/16

Alias/DBA:

Close Date: 3/22/16

Total Bid: \$31,270.00

Close Time: 13:30

Response Date: 03/22/2016

Status: Closed

Response Time: 12:38

Solicitation Description: ADDENDUM 2 DRUG TESTING FOR DJS YOUTH REPORTING CENTERS

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 : 178404

Solicitation Description : ADDENDUM 2 DRUG TESTING FOR DJS YOUTH REPORTING CENTERS

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation No	Version
	2016-03-22 13:30:00	SR 0621 ESR03221600000004380	1

VENDOR

000000221536
 REDWOOD TOXICOLOGY LABORATORY INC

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	11 panel (C) Urine	4000.00000	EA	\$7.400000	\$29,600.00

Comm Code	Manufacturer	Specification	Model #
85121800			

Extended Description : Price per test of 11 panel (C) Urine estimated annual Qty. 4000 for bid purposes only to include confirmation.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	MRO or Lab Rep as Expert Witness	5.00000	HOUR	\$300.000000	\$1,500.00

Comm Code	Manufacturer	Specification	Model #
85121800			

Extended Description : per hourly rate to include travel. estimated annual Qty. 5-hours for bid purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	K2-Spice	5.00000	EA	\$16.000000	\$80.00

Comm Code	Manufacturer	Specification	Model #
85121800			

Extended Description : Pricing for K2-Spice testing upon request by agency only. Qty.5 per bid purposes only

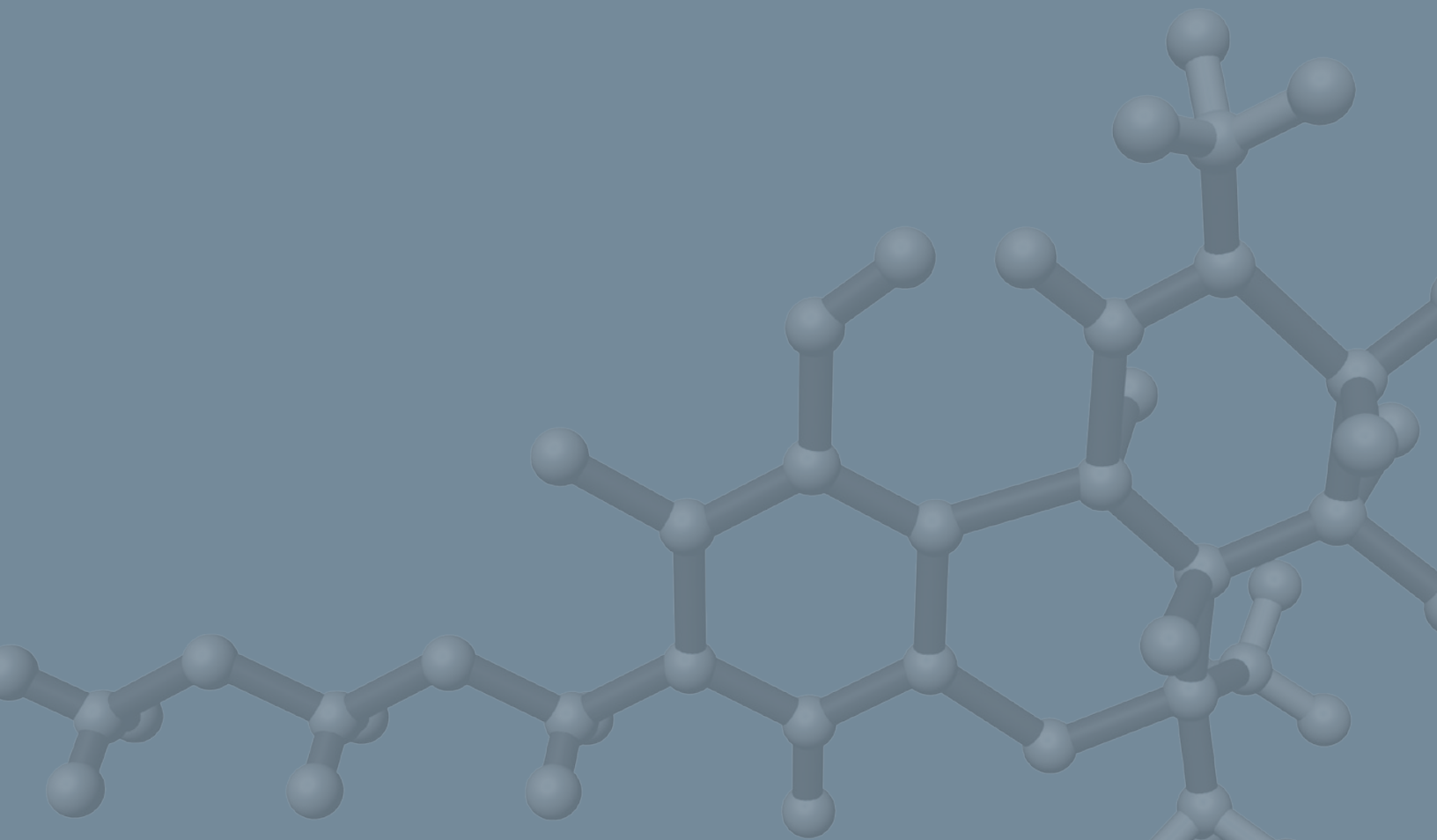
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Bath Salts	5.00000	EA	\$18.000000	\$90.00

Comm Code	Manufacturer	Specification	Model #
85121800			

Extended Description : Pricing for Bath Salts testing upon request by agency only. Qty.5 per bid purposes only



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March 21, 2016

Ms. Crystal Rink
West Virginia Division of Juvenile Services
Department of Administration
2019 Washington ST E
Charleston, WV 25305

Re: RFQ to Provide Drug Testing for DJS Youth Reporting Centers

Dear Ms. Rink:

Redwood Toxicology Laboratory, Inc. (RTL) is pleased to present this response to the RFQ to Provide Drug Testing for DJS Youth Reporting Centers for the West Virginia Division of Juvenile Services. RTL has extensive experience working with mental/behavioral health services departments, probation/parole departments, correctional agencies and drug courts across the country and in the State of Florida. RTL currently processes over 100,000 urine and oral fluid specimens at our laboratory each week, which translates into over 5 million tests each year. Trusted by over 15,000 agencies nationwide, RTL has proven itself to be an expedient, reliable source for laboratory drug testing services. We are confident that as a leader in drugs of abuse testing, and as the incumbent provider we will be able to handle your agency's needs with efficiency and precision.

RTL offers a variety of distinct advantages, including:

- Over twenty years of experience performing forensic toxicology analyses,
- Highly qualified scientific staff with over 150 years of combined experience,
- State of the art scientific instrumentation for the detection of drugs of abuse, including more than 24 mass spectrometers for GC/MS confirmation, and 13 LC/MS/MS machines,
- Robust and secure web-based reporting options, with the ability to order lab tests on-line,
- Financial stability and capital support as a subsidiary of Alere, Inc.,
- Leading-edge laboratory testing and drugs of abuse research and development,
- Quality assurance procedures that ensure accurate results, and
- First-rate client service emphasis with the ability to adapt to differing needs.

If chosen, RTL will supply outstanding and cost-effective urinalysis drug testing services. We are certain that West Virginia DJS will be impressed with our high quality drug testing services and dedication to customer satisfaction. If you have any questions regarding this proposal response, please do not hesitate to contact me at (800) 255-2159, ext. 4449, or by email at eparaschos@redwoodtoxicology.com.

Sincerely,



Elias Paraschos
Bid Analyst



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

State of West Virginia
 Request for Quotation
 23 - Laboratory

Proc Folder: 178404

Doc Description: ADDENDUM 2 DRUG TESTING FOR DJS YOUTH REPORTING CENTERS

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-03-09	2016-03-22 13:30:00	CRFQ 0621 DJS1600000007	3

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:

Redwood Toxicology Laboratory, Inc.
 3650 Westwind Boulevard
 Santa Rosa, CA 95403
 (800) 255-2159 x34449 / (707) 570-4449 (Elias Paraschos, Bid Analyst)

FOR INFORMATION CONTACT THE BUYER

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

Signature X  FEIN # 68-0332937 DATE 03-14-2016

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

ADDITIONAL INFORMATION:

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF JUVENILE SERVICES, IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT FOR DRUG TESTING AT MULTIPLE FACILITIES THROUGHOUT THE STATE OF WEST VIRGINIA PER THE ATTACHED.

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	11 panel (C) Urine	4000.00000	EA	\$7.40	\$29,600.00

Comm Code	Manufacturer	Specification	Model #
85121800			

Extended Description :

Price per test of 11 panel (C) Urine
estimated annual Qty. 4000 for bid purposes only to include confirmation.

*Panel includes EIA screen for Amphetamines/Methamphetamines, Barbiturates, Benzodiazepines, Cocaine, Methadone, Opiates, Oxycodone, PCP, Propoxyphene, THC (Marijuana), and adulteration with automatic confirmation by GC-MS or LC-MS/MS at no additional charge.

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Line Item Removed Per Addendum 2	0.00000	EA	N/A	N/A

Comm Code	Manufacturer	Specification	Model #
85121800			

Extended Description :

Line Item Removed Per Addendum 2

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	MRO or Lab Rep as Expert Witness	5.00000	HOUR	\$300.00 / HR*	\$1,500.00

Comm Code	Manufacturer	Specification	Model #
85121800			

Extended Description :
per hourly rate to include travel.
estimated annual Qty. 5-hours for bid purposes only.

*Web or telephonic testimony will be provided free of charge. In-person testimony will be \$300.00 per hour

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	K2-Spice	5.00000	EA	\$16.00	\$80.00

Comm Code	Manufacturer	Specification	Model #
85121800			

Extended Description :
Pricing for K2-Spice testing upon request by agency only. Qty.5 per bid purposes only

*Price is for our Standard Synthetic Cannabinoid (K2/Spice) panel

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Bath Salts	5.00000	EA	\$18.00	\$90.00

Comm Code	Manufacturer	Specification	Model #
85121800			

Extended Description : Pricing for Bath Salts testing upon request by agency only. Qty.5 per bid purposes only panel. *Price is for our Basic Designer Stimulants (Bath Salts)

SCHEDULE OF EVENTS

Line	Event	Event Date
1	VENDOR QUESTION DEADLINE	02/19/16 2:04PM EST

DJS1600000007	Document Phase Draft	Document Description ADDENDUM 2 DRUG TESTING FOR D JS YOUTH REPORTING CENTERS	Page 5 of 5
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

**REQUEST FOR QUOTATION
CRFQ DJS160000007
DRUG TESTING**

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of WV Division of Juvenile Services to establish an open-end contract for a vendor to provide Drug Testing for the Youth Reporting Centers across the State.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 “Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.

 - 2.2 “Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.

 - 2.3 “Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

 - 2.4 “DJS”** means the West Virginia Division of Juvenile Services.

- 3. GENERAL REQUIREMENTS:**
 - 3.1 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

- 3.1.1** The Division of Juvenile Services is requesting an 11 Panel (C) Immunoassay Urine Screen that can detect synthetic drugs that will include K2/Spice, Bath Salts that will be sent to the laboratory for testing and confirmation. There is *no Oral Testing, or dip test needed.*

The cutoff levels will be:

	<u>Urine</u>	<u>Lab</u>
Amphetamines	1,000 ng/ml	1000 ng/ml

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DRUG TESTING**

Barbiturates	300 ng/ml	200 ng/ml
Benzodiazepines	300 ng/ml	200 ng/ml
Cannabinoids	50 ng/ml	50 ng/ml
Cocaine	300 ng/ml	300 ng/ml
Opiates	300 ng/ml	300 ng/ml
Methadone or EDDP	300 ng/ml	150 ng/ml
Methamphetamines	1,000 ng/ml	
Oxycodone	100 ng/ml	300 ng/ml
PCP	25 ng/ml	25 ng/ml
Propoxyphene	300 ng/ml	150 ng/ml

Validity test includes

Creatinine	>20mg / dl
Specific Gravity	> 1.003
pH	3.1 – 10.9

3.1.1.1 Testing supplies will only include a urine screen bottle with lid, packaging for delivery to the lab will also be part of the contract or service. Vendor will provide all collection supplies, shipping envelopes, and pay all shipping costs for the quoted price. Collection of specimens will be done by DJS employees.

3.1.1.2 Results must be available within a minimum 72 hours of receipt of specimen.

3.1.1.3 Results will be reported using the following:

A. E-Mail notification that results are available for viewing online to an E-mail address or addresses (to meet state and federal HIPPA requirements)

<http://www.hhs.gov/ocr/privacy/index.html>

<http://www.privacy.wv.gov/HIPAA/Pages/default.aspx>

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B. E-Mail notification to agency that results are available to be viewed online through a secure website with secondary notification by physical mail or secure fax.

The Division of Juvenile Services will be testing at multiple locations around the state and will be submitting on average 1 – 3 tests per site per day.

3.1.1.4 The vendor must maintain back up documentation of results for all reported tests.

3.1.1.5 The vendor shall provide technical support by phone or e-mail 8:00am to 8:00pm Monday through Friday.

3.1.1.6 The vendor shall provide a one-time training upon award of the contract. This will be an onsite training to take place in Charleston, WV. Travel and training expenses must be all inclusive in the bid. No travel or meals will be reimbursed.

3.1.1.7 The vendor must be able to provide an MRO or “expert” to testify in regards to the validity of the lab and test results in the event any results are challenged in court. This must be a per hour bid to include any travel.

3.1.1.8 Invoices are to be sent to the same locations as the testing supplies.
See list of current locations below:

- 1. Brooke / Hancock Youth Reporting Center
3551 ½ Main Street Weirton, WV 26062
Tel. (304-748-1490)**
- 2. STARS Youth Reporting Center
900 Emmett Rousch Drive Martinsburg, WV 25401
Tel. (304-260-4635)**

**REQUEST FOR QUOTATION
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DRUG TESTING**

3. **Cabell County Youth Reporting Center**
2850 5th Ave. Huntington, WV 25702
Tel. (304-528-5266 or 5267)

4. **Marion County Youth Reporting Center**
1385 Locust Avenue Fairmont, WV 26554
Tel. (304-368-4460)

5. **Kanawha County Youth Reporting Center**
515 Central Avenue Charleston, WV 25302
Tel. (304-558-1390)

6. **Harrison County Youth Report Center**
Rt. Box 285 D 69 Factory Street Clarksburg, WV 26301
Tel. (304-558-1390)

7. **Wood County Youth Report Center**
1400 12th Street Vienna, WV 26105
Tel. (304-295-3024)

8. **Putnam County Youth Report Center**
3266 Winfield Road Winfield, WV 25213
Tel. (304-586-2055)

9. **Mercer County Youth Report Center**
901 Shelter Rd. Princeton, WV 24740
Tel. (304-425-4525)

10. **Tri- County Youth Report Center**
Boone Economic Development Center
101 1st Ave. C Bldg. Madison, WV 25130
Tel. (304-539-1872)

11. **Jefferson County Youth Report Center**
1186 N. Mildred Street Ranson, WV 25438
Tel. (304-724-6317 or 6893)

12. **Mason Jackson Youth Report Center**
758 Scenic Dr. Pt. Pleasant, WV 25550
Tel. (Cell 304-675-4835 or 4836)

13. **Fayette County Youth Report Center**
140 School Street
Oak Hill, WV 25901 (tentative opening June 1. 2016)

The Division of Juvenile Services reserves the right to add more facilities to this contract

**REQUEST FOR QUOTATION
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DRUG TESTING**

should the Division acquire additional Youth Reporting Centers. If more facilities are added or even if facilities are removed, the prices quoted in the vendor's bid must remain in effect.

3.2 Mandatory Vendor Certification/License Requirements

- 3.2.1** The successful vendor must have its own laboratory and cannot contract out to a third party. Vendor must hold a Clinical Laboratory License to conduct the testing requested in this solicitation.
- 3.2.2** Vendor must be Clinical Laboratory Improvement Amendments (CLIA) Certified Laboratory.
- 3.2.3** Vendor must hold a current Controlled Substance Registration Certificate issued by the DEA.
- 3.2.4** The above credentials shall be provided to the Agency upon request.

4. CONTRACT AWARD:

- 4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Commodity Lines. . **There will be no split award. Award will be made to lowest bidder with the lowest total meeting all of the specifications.**
- 4.2 Pricing Pages:** Vendor should complete the Commodity Lines by inserting the unit price requested. Vendor should complete the Commodity Lines in their entirety as failure to do so may result in Vendor's bids being disqualified. Quantities listed are only an estimate for each item. No future use of the Contract or any individual item is guaranteed or implied.

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CRFQ DJS160000007
DRUG TESTING**

5. ORDERING AND PAYMENT:

- 5.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.
- 5.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

- 6.1 Delivery Time:** Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.
- 6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product

**REQUEST FOR QUOTATION
CRFQ DJS160000007
DRUG TESTING**

shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

- 7.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2** Failure to comply with other specifications and requirements contained herein.
- 7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4** Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

- 7.2.1** Immediate cancellation of the Contract.
- 7.2.2** Immediate cancellation of one or more release orders issued under this Contract.
- 7.2.3** Any other remedies available in law or equity.

**REQUEST FOR QUOTATION
CRFQ DJS160000007
DRUG TESTING**

8. MISCELLANEOUS:

- 8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 8.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility

to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: February 19, 2016 4:00 PM EST

Submit Questions to: Crystal Rink
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: Crystal.G.Rink@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:
BUYER: Crystal Rink
SOLICITATION NO.: CRFQ DJS1600000007
BID OPENING DATE: March 1, 2016
BID OPENING TIME: 1:30 PM EST
FAX NUMBER: 304-558-3970

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus n/a convenience copies of each to the Purchasing Division at the address shown above. Submission of a response to a request for proposal is not permitted in wvOASIS. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)
 Technical
 Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: March 1, 2016 at 1:30 PM EST

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATES: Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to

include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: This Contract becomes effective on award and extends for a period of one (1) year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed thirty-six (36) months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days.

Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional _____ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited.

One Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

7. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

8. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND: All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of _____. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award. In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

INSURANCE: The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

Commercial General Liability Insurance: In the amount of _____ or more.

Builders Risk Insurance: In an amount equal to 100% of the amount of the Contract.

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. LITIGATION BOND: The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

11. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount of

n/a

for n/a.

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

14. PAYMENT: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

15. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

16. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules §§ 148-1-6.1.e.

17. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

18. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

19. COMPLIANCE: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

20. PREVAILING WAGE: Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.

21. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

22. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

23. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

24. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

25. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

26. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

27. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

28. BANKRUPTCY: In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

29. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

30. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

31. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

32. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

33. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

34. PURCHASING CARD ACCEPTANCE: The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. PURCHASING AFFIDAVIT: In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

39. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

40. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

41. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

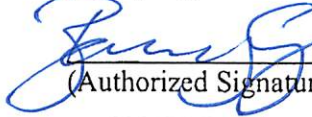
All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

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.

Redwood Toxicology Laboratory, Inc

(Company)



Barry Chapman, CFO

(Authorized Signature) (Representative Name, Title)

800-255-2159 / 707-577-8102

03-07-2016

(Phone Number) (Fax Number) (Date)

Response to Technical Specifications

To ensure that we have met all requirements for the proposed products and services, what follows are the specifications as taken directly from the RFP. The specifications from the RFP are in **black**; RTL’s responses to each requirement are written in **green**.

GENERAL REQUIREMENTS:

3.1.1. The Division of Juvenile Services is requesting an 11 Panel (C) Immunoassay Urine Screen that can detect synthetic drugs that will be sent to the laboratory for testing and confirmation. There is ***no Oral Testing, or dip test needed.***

The cutoff levels will be:

	<u>Urine</u>	<u>Lab</u>
Amphetamines	1,000 ng/ml	1000 ng/ml
Barbiturates	300 ng/ml	200 ng/ml
Benzodiazepines	300 ng/ml	200 ng/ml
Cannabinoids	50 ng/ml	50 ng/ml
Cocaine	300 ng/ml	300 ng/ml
Opiates	300 ng/ml	300 ng/ml
Methadone or EDDP	300 ng/ml	150 ng/ml
Methamphetamines	1,000 ng/ml	
Oxycodone	100 ng/ml	300 ng/ml
PCP	25 ng/ml	25 ng/ml
Propoxyphene	300 ng/ml	150 ng/ml

Validity test includes

Creatinine	>20mg / dl
Specific Gravity	> 1.003
pH	3.1 – 10.9

Standard Urine Drug Testing

RTL can provide an 11-drug panel including the drugs outlined above. RTL will offer screens by enzyme immunoassay (EIA) with automatic reflex to confirmation when the screen produces a positive test result.

RTL offers industry standard cut-offs for urine screening by enzyme immunoassay (EIA) and for confirmation by gas chromatography-mass spectrometry (GC-MS), liquid chromatography-tandem mass spectrometry (LC-MS/MS). Please find our current cut-off levels outlined below.

RTL Methodologies & Cut-Off Levels

Drug	EIA Screen	GC/MS Confirmation	LC/MS/MS Confirmation
Amphetamines/Methamphetamines - Amphetamine - Methamphetamine - MDMA - MDA	500 or 1000 ng/mL*	250 ng/mL 250 ng/mL 250 ng/mL 250 ng/mL	
Barbiturates - Butabarbital, Butalbital, Phenobarbital, Amobarbital, Pentobarbital, Seconbarbital	200 ng/mL	200 ng/mL	
Benzodiazepines - Lorazepam, Nordiazepam, Temazepam, Flurazepam, Triazolam - Alprazolam, Clonazepam, Flunitrazepam (Rohypnol), Midazolam, Oxazepam	200 ng/mL		50 ng/mL 20 ng/mL
Cocaine-benzoylcegonine	150 or 300 ng/mL*		100 ng/mL
Marijuana Metabolite (9-THC-COOH)	20 or 50 ng/mL*		5 ng/mL
Methadone - Methadone - EDDP (Methadone metabolite)	150 ng/mL	100 ng/mL 100 ng/mL	
Opiates - Total Morphine - Codeine - Hydrocodone - Hydromorphone	300 ng/mL		100 ng/mL 100 ng/mL 100 ng/mL 100 ng/mL
Oxycodone	300 ng/mL		50 ng/mL
PCP	25 ng/mL	10 ng/mL	
Propoxyphene	300 ng/mL	200 ng/mL	

*Agency has the ability to choose cut-off levels indicated.

Please note that RTL's methodologies and cut-off levels are subject to change based on industry trends, technological advancements, and reagent manufacturing. The current methodologies and cut-off levels will be available on our website for you to review at your convenience. We will also attempt to communicate significant methodology changes by press release on our website and/or by email to your primary account contact.

Adulteration Testing

RTL's Standard Operating Procedures (SOP's) require that each specimen be examined for signs of adulteration. This examination includes the following:

- Physical Examination: Color, excessive foaming, excess sediments, or unusual odor are noted. If adulteration is suspected, this is noted on the final report.
- Analytical Examination: Creatinine is automatically tested on every urine and levels are provided to clients on every report.
- pH and Specific Gravity: We will include these validity measures at no additional charge with the requested 11 panel screen to aid in determining possible adulteration of specimen. RTL does not have an adulterant test for Oxidants.

Synthetic Testing

RTL is offering the DJS two different panels each for Synthetic Marijuana (K2/Spice) and Designer Stimulants (Bath Salts), as provided in the bulleted list below. ***Please note that we have entered pricing for our Standard K2 Test and Basic Bath Salts Test on the Request for Quotation form for the line item, as these are less expensive to run; however, we will make the Premium K2 and Expanded Bath Salts tests available to the DJS if desired.***

- K2/Spice: Our standard K2/Spice test is run using enzyme immunoassay (EIA) with confirmations by liquid chromatography-tandem mass spectrometry (LC-MS/MS), and detects 19 different compounds. Our Premium K2/Spice test is run using LC-MS/MS and detects 30 different compounds, including some of the more recent compounds cropping up in the market.
- Bath Salts: RTL offers a Short Bath Salts panel, including tests for MDPV, Mephedrone, Methylone, and alpha-Pyrrolidinopentiophenone (PVP), which is screened by LC-MS/MS and confirmed by GC-MS. We also offer an Expanded Bath Salts panel, screened and confirmed by GC-MS, that detects up to 21 different compounds.

3.1.1.1 Testing supplies will only include a urine screen bottle with lid, packaging for delivery to the lab will also be part of the contract or service. Vendor will provide all collection supplies, shipping envelopes, and pay all shipping costs for the quoted price. Collection of specimens will be done by DJS employees.

RTL provides all necessary supplies to perform urine alcohol and drug testing. Collection supplies provided at no additional cost include:

- Specimen collection containers/bottles
- Specimen baggies with absorbent material
- Chain of Custody forms/labels of various configurations
- Security seals
- Temperature strips (available upon request)

- Pre-paid mailers
- FedEx/UPS overnight service lab packs

RTL provides specimen pick up through a courier service, with overnight service delivery to our laboratory in Santa Rosa, California. We will provide this service to the DJS at no additional cost per the F.O.B. Destination terms specified in this RFP.

3.1.1.2 Results must be available within a minimum 72 hours of receipt of specimen.

RTL will provide results within 72 hours of receipt of specimen at our laboratory. Our turnaround times will be as follows:

For **standard urine panels**, negative results are reported within twenty-four (24) hours after receipt of the specimen in the laboratory. For confirmation of positives by GC-MS or LC-MS/MS, an additional twenty-four (24) to forty-eight (48) hours may be necessary.

For **specialty urine tests** such as Synthetic Cannabinoids (K2/Spice) or Designer Stimulants (Bath Salts), results will be reported within seventy-two (72) hours after receipt of the specimen in the laboratory.

3.1.1.3 Results will be reported using the following options:

- A. E-Mail notification that results are available for viewing online to an E-mail address or addresses (to meet state and federal HIPPA requirements)
- B. E-Mail notification of actual results to a secure E-Mail address or addresses.

RTL will notify your agencies of positive results directly following test completion via notifications sent through **ToxAccess** (<https://toxaccess.redwoodtoxicology.com>), RTL's secure web-based internet reporting website. These notifications will be sent to authorized users via their provided email address. Results are also available by mail or by fax if desired, but we highly recommend ToxAccess as the most expeditious and expedient method for receiving results. ***Although we wish to accommodate the DJS' request for email results, it is our policy to not provide email notification of actual results, as this is not a HIPAA-compliant method for delivering results.***

RTL's proprietary internet reporting website boasts a multitude of features that will make your drug testing experience as simple and convenient as possible, from specimen collection to final report. ToxAccess provides a secure and complete solution for searching, managing, and printing test reports online. Through this system you can easily locate, view, print and save donor results, access monthly reports, drug statistics, donor summaries, and more. Some of the numerous advantages and benefits available through ToxAccess include:

- **Faster Collections.** Collections can be performed on a single screen in just a few easy steps. All donor information can be entered into, saved and stored in the website; after saving a donor's information just once, you can pull up his or her information for future testing using just a few keystrokes. You can then select a test by selecting a default test or choosing from tests pre-

determined by your agency. Print out your specimen label on our one-part chain of custody form via a standard printer.

- **Clearer, more accurate data.** The information input into ToxAccess at the time of collection is transferred into RTL's laboratory information system, eliminating both errors caused by handwritten labels and laboratory data entry errors.
- **Complete, real-time tracking.** Track specimens every step of the way – from collection through reporting – in real time, 24/7. These steps include Scheduled for Testing, Collected, Shipped, Received by lab, and Reported.
- **Convenient, In-Control Program Management.** Get the big picture by organizing donors into specific groups and schedule them for testing utilizing a month calendar. You may view groups each day, the collection roster for the current date, and no-show lists.
- **Powerful, usable reporting.** Retrieve results and reports for an individual or group of individuals by using our Search feature. In seconds you can generate a complete listing of test results, pending specimens, drug statistics, no shows and more.
- **Total digital data collection.** ToxAccess is a complete donor data management solution that captures information about each donor and stores it electronically.

Once you've ToxAccess, you'll never want to go back to paper reporting again. Access may be arranged at time of account set-up or at any time during the life of the contract. If you are interested in reviewing the functions and features of ToxAccess, please visit https://www.redwoodtoxicology.com/services/online_reporting; select the "Training" tab in the middle of the page and enter your email address into the Online Training Sessions email field in order to receive the link for on-demand access to our training presentation.

3.1.1.4 The vendor must maintain back up documentation of results for all reported tests.

RTL keeps test results available on ToxAccess for 2 years and then archives them indefinitely. We also keep test results stored in our own laboratory information system (LIS) locally and provide backup through an off-site electronic storage. Any archived results can be reloaded to ToxAccess upon request.

3.1.1.5 The vendor shall provide technical support by phone or e-mail 8:00am to 8:00pm Monday through Friday.

RTL's Technical Support, Customer Service, and Toxicology Support Service staff members are available by phone during regular business hours (6 a.m. to 4 p.m. PST, Monday through Friday) to assist with questions and consultation in regard to specific services as well as provide information about all services RTL offers. What's more, RTL offers direct access to our Certified Toxicologists for consultation on drug interactions, cross reactivity, THC retention/detection times and general toxicology inquiries.

To accommodate support requests between 4:00 p.m. and 8:00 p.m. PST, RTL will provide a dedicated cell phone number to an RTL Account Manager. For inquiries made after-hours, an RTL representative will respond to your email or voicemail by the next business day, generally within one hour of receiving your inquiry. RTL can offer an after-hours contact phone number if desired to address any emergency situations by the DJS.

Customer Service

clientservices@redwoodtoxicology.com
(800) 255-2159, ext. 34444

IT Support

helpdesk@redwoodtoxicology.com
(800) 255-2159, ext. 34311

3.1.1.6 The vendor shall provide a one-time training upon award of the contract. This will be an onsite training to take place in Charleston, WV. Travel and training expenses must be all inclusive in the bid. No travel or meals will be reimbursed.

RTL will provide a one-time training as necessary at no cost. RTL can offer an in-person, on-site training; however, we also offer web-based trainings that may offer more flexibility for your staff, and we encourage the DJS to consider this option for trainings as necessary throughout the contract.

RTL's certified trainer will contact facilities to provide scheduled training. Each training session will include information on specimen collection, chain of custody procedures, specimen shipment to the lab, and reporting methods. A question and answer session will follow every presentation. Training supplies will be provided ahead of time to training attendees with sample bottles, labels, and literature.

3.1.1.7 The vendor must be able to provide an expert Medical Review Officer (MRO) to testify in regards to the validity of the lab and test results in the event any results are challenged in court. This must be a per hour bid to include any travel.

RTL will only provide a certified toxicologist for expert testimony, as we do not employ any MROs at our laboratory. Expert witness services are available through written affidavit, telephonically, or in-court. Pricing is available on our Request for Quote form. Per the DJS' specifications, we will waive our travel, daily per-diem, hotel costs, and any other related travel cost. When subpoenaed to testify, the toxicologist will produce the chain of custody, laboratory results, quality control data, and GC-MS or LC-MS/MS confirmation of the positive drug(s).

3.1.1.8 Invoices are to be sent to the same locations as the testing supplies.

RTL agrees to send Invoices to the State provided locations.

3.2 Mandatory Vendor Certification/License Requirements

3.2.1 The successful vendor must have its own laboratory and cannot contract out to a third party. Vendor must hold a Clinical Laboratory License to conduct the testing requested in this solicitation.

RTL is the largest single-location drug testing laboratory in the United States, performing tests on over 90,000 specimens per week at our Santa Rosa, California facility. We can provide all of the testing requested in this solicitation without outsourcing to a third party.

RTL is licensed and accredited by the following relevant federal and state agencies:

- Department of Health and Human Services (DHHS), CLIA '88
- Participant of the National Laboratory Certification Program (NLCP), mandated by Substance Abuse and Mental Health Services Administration (SAMHSA), Department of Health and Human Services (DHHS)
- California Department of Public Health Clinical Laboratory License
- Drug Enforcement Agency (DEA)

Copies of RTL's certifications and licenses are included with this bid response.

3.2.2 Must hold a current Controlled Substance Registration Certificate issued by the DEA.

As noted in Section 3.2.1, RTL holds a Controlled Substance Registration Certificate from the DEA. We have not provided a copy with this bid, as the license number is considered to be sensitive information, but we can provide a confidential copy to the State upon request.

3.2.3 Vendor must be Clinical Laboratory Improvement Amendments (CLIA) Certified Laboratory.

As stated in Section 3.2.1, RTL is a CLIA-certified laboratory; please find copies of our current certifications and licensure attached to this bid response.

3.2.4 The above credentials must be submitted with the bid.

RTL has provided copies of our relevant certification and licensure, with the exception of our DEA certificate, which may be provided separately upon request.

Requested Modifications to Terms & Conditions

Redwood Toxicology Laboratory, Inc. would like to make the following requests for exceptions/modifications to the terms and conditions outlined in the RFP. However, should the State have any issues with these edits that would prevent us from being awarded, we respectfully request that the State allow us the opportunity to discuss our edits and see if a mutually agreeable solution may be reached prior to award.

- Section 25. Assignment: We would like to add the following: *Notwithstanding the foregoing, consent is not required for an assignment of this Agreement in connection with a sale or other disposition of substantially all the assets of Vendor.*
- Section 36. Indemnification: We would like to modify the language to include the word “third-party” in front of “claims” in parts (1) and (2).

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DJS1600000007

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:

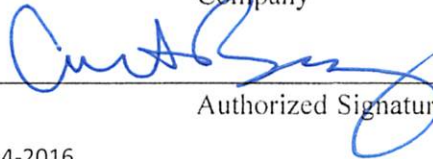
(Check the box next to each addendum received)

- | | | | |
|-------------------------------------|----------------|--------------------------|-----------------|
| <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 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.

Redwood Toxicology Laboratory Inc

Company



Authorized Signature

03-14-2016

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

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: Redwood Toxicology Laboratory Inc

Authorized Signature:  Date: 03-02-2016

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this _____ day of _____, 20____.

My Commission expires _____, 20____.

see attached

AFFIX SEAL HERE

NOTARY PUBLIC _____

CALIFORNIA JURAT WITH AFFIANT STATEMENT

GOVERNMENT CODE § 8202

- See Attached Document (Notary to cross out lines 1-6 below)
- See Statement Below (Lines 1-6 to be completed only by document signer[s], *not* Notary)

1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____

Signature of Document Signer No. 1 Signature of Document Signer No. 2 (if any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
 County of Sonoma

Subscribed and sworn to (or affirmed) before me
 on this 2nd day of March, 2016,
 by Date Month Year

(1) Barry Chapman

(and (2) _____),
 Name(s) of Signer(s)



proved to me on the basis of satisfactory evidence
 to be the person(s) who appeared before me.

Signature G. Mazocco
 Signature of Notary Public

Seal
 Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: WV Purchasing Affidavit Document Date: 3/2/16
 Number of Pages: 1 Signer(s) Other Than Named Above: none

State of California Department of Public Health

CLINICAL LABORATORY LICENSE

In accordance with the provisions of Chapter 3, Division 2 of the Business and Professions Code, the persons named below are hereby issued a license authorizing operation of a clinical laboratory at the indicated address or other site(s) on file with the department.

REDWOOD TOXICOLOGY LABORATORY, INC.
3650 WESTWIND BOULEVARD
SANTA ROSA CA 95403

OWNER(S):

REDWOOD TOXICOLOGY LABORATORY, INC.
RTL HOLDINGS, INC.
IVERNESS MEDICAL INNOVATIONS, INC.
ROBERT MOUNT
ALBERT BERGER
JOHN BRIGDEN

DIRECTOR(S):

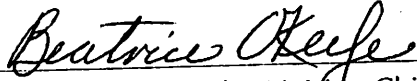
MARK J DE MEO MD
RICHARD R WILBER MD

Lab ID Number: CLF 00003738

Effective Date: February 26, 2015

Valid Until: February 26, 2016

CLIA Number: 05D0707588


Beatrice R. O'Keefe, Division Chief
Laboratory Field Services

CENTERS FOR MEDICARE & MEDICAID SERVICES
CLINICAL LABORATORY IMPROVEMENT AMENDMENTS

CERTIFICATE OF COMPLIANCE

LABORATORY NAME AND ADDRESS

REDWOOD TOXICOLOGY LABORATORY, INC
3650 WESTWIND BLVD
SANTA ROSA, CA 95403-1066

LABORATORY DIRECTOR

MARK DE MEO MD DIRECTOR

CLIA ID NUMBER

05D0707588
EFFECTIVE DATE

10/14/2014
EXPIRATION DATE

10/13/2016

Pursuant to Section 353 of the Public Health Services Act (42 U.S.C. 263a) as revised by the Clinical Laboratory Improvement Amendments (CLIA), the above named laboratory located at the address shown hereon (and other approved locations) may accept human specimens for the purposes of performing laboratory examinations or procedures.

This certificate shall be valid until the expiration date above, but is subject to revocation, suspension, limitation, or other sanctions for violation of the Act or the regulations promulgated thereunder.



Judith A. Yost

Judith A. Yost, Director
Division of Laboratory Services
Survey and Certification Group
Center for Clinical Standards and Quality

356 Certs2_100714

If you currently hold a Certificate of Compliance or Certificate of Accreditation, below is a list of the laboratory specialties/subspecialties you are certified to perform and their effective date:

<u>LAB CERTIFICATION (CODE)</u>	<u>EFFECTIVE DATE</u>	<u>LAB CERTIFICATION (CODE)</u>	<u>EFFECTIVE DATE</u>
TOXICOLOGY (340)	10/14/1994		

West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

REDWOOD TOXICOLOGY LABORATORY, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	12/12/2011		12/12/2011	Foreign	Profit				

Organization Information	
Business Purpose	3391 - Manufacturing - Miscellaneous Manufacturing - Medical Equipment and Supplies Manufacturing (surgical, dental, ophthalmic & medical supplies, instruments, appliances)
Capital Stock	
Charter County	
Control Number	
Charter State	CA
Excess Acres	
At Will Term	
Member Managed	
At Will Term Years	
Par Value	
Authorized Shares	

Addresses	
Type	Address
Local Office Address	3650 WESTWIND BOULEVARD SANTA ROSA, CA, 95403
Mailing Address	3650 WESTWIND BOULEVARD SANTA ROSA, CA, 95403 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	3650 WESTWIND BOULEVARD SANTA ROSA, CA, 95403 USA
Type	Address

Officers	
Type	Name/Address
Director	ALBERT BERGER 3650 WESTWIND BLVD. SANTA ROSA, CA, 95403
Director	JAY MCNAMARA 51 SAWYER ROAD, SUITE 200 WALTHAM, MA, 02453
President	ALBERT BERGER 3650 WESTWIND BLVD. SANTA ROSA, CA, 95403
Secretary	DARLENE KOLAJA 3650 WESTWIND BOULEVARD SANTA ROSE, CA, 95403
Treasurer	BARRY CHAPMAN 3650 WESTWIND BOULEVARD SANTA ROSA, CA, 94503
Type	Name/Address

Annual Reports	
Date	Filed For

6/26/2015	2016
6/10/2014	2015
6/3/2013	2014
12/3/2012	2013
Date	Filed For

For more information, please contact the Secretary of State's Office at 304-558-8000.

Friday, March 11, 2016 — 5:10 PM

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