



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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header 2

[List View](#)

## General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 676612

Procurement Type: Central Purchase Order

Vendor ID: 00000206366

Legal Name: ASTECH CORPORATION

Alias/DBA:

Total Bid: \$187,320.00

Response Date: 03/06/2020

Response Time: 16:28

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT2000000120

Published Date: 2/28/20

Close Date: 3/10/20

Close Time: 13:30

Status: Closed

Solicitation Description: ADDENDUM 1 ROOF  
REPLACEMENT- RANDOPHL CO.

Total of Header Attachments: 2

Total of All Attachments: 2



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 676612

**Solicitation Description :** ADDENDUM 1 ROOF REPLACEMENT- RANDOPLH CO. HQ (08200358)

**Proc Type :** Central Purchase Order

| Date issued | Solicitation Closes    | Solicitation Response        | Version |
|-------------|------------------------|------------------------------|---------|
|             | 2020-03-10<br>13:30:00 | SR 0803 ESR03062000000005123 | 1       |

| VENDOR                             |
|------------------------------------|
| 000000206366<br>ASTECH CORPORATION |

**Solicitation Number:** CRFQ 0803 DOT2000000120

**Total Bid :** \$187,320.00

**Response Date:** 2020-03-06

**Response Time:** 16:28:02

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Crystal G Hustead  
 (304) 558-2402  
 crystal.g.hustead@wv.gov

|                          |               |             |
|--------------------------|---------------|-------------|
| <b>Signature on File</b> | <b>FEIN #</b> | <b>DATE</b> |
|--------------------------|---------------|-------------|

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    | ROOF REPLACEMENT | 1.00000 | LS         | \$187,320.000000 | \$187,320.00                |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 30151500  |              |               |         |

**Extended Description :** REPLACEMENT OF SHINGLE ROOF WITH ETHYLENE PROPYLENE MONOMER ROOFING SYSTEM



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

State of West Virginia  
 Request for Quotation  
 09 - Construction

Proc Folder: 676612

Doc Description: ROOF REPLACEMENT- RANDOPLH CO. HQ (08200358)

Proc Type: Central Purchase Order

| Date Issued | Solicitation Closes    | Solicitation No         | Version |
|-------------|------------------------|-------------------------|---------|
| 2020-02-12  | 2020-03-10<br>13:30:00 | CRFQ 0803 DOT2000000120 | 1       |

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Name, Address and Telephone Number:

Astech Corporation, Inc  
 3400 Falcon Drive  
 Charleston, WV  
 304-342-0545

**FOR INFORMATION CONTACT THE BUYER**

Crystal G Hustead  
 (304) 558-2402  
 crystal.g.hustead@wv.gov

Signature

FEIN # 55-0685025

DATE 3-6-2020

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

**ADDITIONAL INFORMATION:**

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DIVISION OF HIGHWAYS, IS SOLICITING BIDS TO ESTABLISH A ONE-TIME CONTRACT FOR THE REPLACEMENT OF A SHINGLE ROOF WITH ETHYLENE PROPYLENE DIENE ROOFING SYSTEM AT WW DOH RANDOLPH COUNTY HEADQUARTERS PER THE ATTACHED DOCUMENTS.

\*\*\*QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS\*\*\*

| INVOICE TO  |  | SHIP TO  |  |
|---|--|--|--|
| DIVISION OF HIGHWAYS<br>DISTRICT EIGHT - ALL LOCATIONS<br>PO BOX 1516<br>ELKINS WV26241<br>US |  | DIVISION OF HIGHWAYS<br>RANDOLPH COUNTY HQ<br>176 COUNTRY CLUB RD<br>ELKINS WV 26241<br>US |  |

| Line | Comm Ln Desc     | Qty     | Unit Issue | Unit Price | Total Price         |
|------|------------------|---------|------------|------------|---------------------|
| 1    | ROOF REPLACEMENT | 1.00000 | LS         |            | <b>\$187,320.00</b> |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 30151500  |              |               |         |

**Extended Description :**

REPLACEMENT OF SHINGLE ROOF WITH ETHYLENE PROPYLENE MONOMER ROOFING SYSTEM

**SCHEDULE OF EVENTS**

| Line | Event                     | Event Date |
|------|---------------------------|------------|
| 1    | MANDATORY PRE-BID MEETING | 2020-02-21 |
| 2    | VENDOR QUESTION DEADLINE  | 2020-02-28 |

## **ADDITIONAL TERMS AND CONDITIONS (Construction Contracts Only)**

**1. CONTRACTOR'S LICENSE:** West Virginia Code § 21-11-2 requires that all persons desiring to perform contracting work in this state be licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Applications for a contractor's license may be made by contacting the West Virginia Division of Labor. West Virginia Code § 21-11-11 requires any prospective Vendor to include the contractor's license number on its bid. If an apparent low bidder fails to submit a license number in accordance with this section, the Purchasing Division will promptly request by telephone and electronic mail that the low bidder and the second low bidder provide the license number within one business day of the request. Failure of the bidder to provide the license number within one business day of receiving the request shall result in disqualification of the bid. Vendors should include a contractor's license number in the space provided below.

Contractor's Name: Astech Corporation, Inc

Contractor's License No.: WV- 008876

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a contract award document.

**2. DRUG-FREE WORKPLACE AFFIDAVIT:** W. Va. Code § 21-1D-5 provides that any solicitation for a public improvement contract requires each Vendor that submits a bid for the work to submit an affidavit that the Vendor has a written plan for a drug-free workplace policy. If the affidavit is not submitted with the bid submission, the Purchasing Division shall promptly request by telephone and electronic mail that the low bidder and second low bidder provide the affidavit within one business day of the request. Failure to submit the affidavit within one business day of receiving the request shall result in disqualification of the bid. To comply with this law, Vendor should complete the enclosed drug-free workplace affidavit and submit the same with its bid. Failure to submit the signed and notarized drugfree workplace affidavit or a similar affidavit that fully complies with the requirements of the applicable code, within one business day of being requested to do so shall result in disqualification of Vendor's bid. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

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

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

**Subcontractor List Submission (Construction Contracts Only)**

**Bidder's Name:**     Astech Corporation, Inc    

Check this box if no subcontractors will perform more than \$25,000.00 of work to complete the project.

| Subcontractor Name | License Number if Required by W. Va. Code § 21-11-1 et. seq. |
|--------------------|--|
| IBC Corporation    | WV027762   |
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Attach additional pages if necessary



**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Denver Davis - President  
(Name, Title)  
Denver Davis - President  
(Printed Name and Title)  
3400 Falcon Drive, Charleston, WV 25312  
(Address)  
304-342-0545 / 304-342-3972  
(Phone Number) / (Fax Number)  
astech51@hotmail.com  
(email address)

**CERTIFICATION AND SIGNATURE:** 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.

Astech Corporation, Inc  
(Company)

  
(Authorized Signature) (Representative Name, Title)

Denver Davis - President  
(Printed Name and Title of Authorized Representative)

3-6-2020  
(Date)

304-342-0545 / 304-342-3972  
(Phone Number) (Fax Number)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DOT2000000120**

**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.

Astech Corporation, Inc

Company

  
Authorized Signature

3-6-2020

Date

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

**REQUEST FOR QUOTATION  
CRFQ DOT2000000120  
Roof Removal and Replacement (08200358)**

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**10.4.2. Final Inspection:** Vendor shall participate in a final inspection with the Agency's project manager. The purpose of the final inspection will be to identify deficiencies that need to be remedied prior to Agency's final acceptance of the work. Vendor shall at all times be obligated to perform in accordance with the Contract and must take all actions necessary to ensure that work complies with requirements of Contract prior to final acceptance. Final acceptance does not waive or release Vendor from its obligation to ensure that work complies with the Contract requirements. Vendor shall submit any warranty documents to the Agency project manager at final inspection.

**11. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

**11.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

**11.2.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

**11.3.** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

**11.4.** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

**11.5.** Vendor shall inform all staff of Agency's security protocol and procedures.

**12. MISCELLANEOUS:**

**12.1. 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:** Denver Davis

**Telephone Number:** 304-342-0545

**Fax Number:** 304-342-3972

**Email Address:** astech50@hotmail.com

**REQUEST FOR QUOTATION  
CRFQ DOT2000000120  
Roof Removal and Replacement (08200358)**

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**EXHIBIT A-Pricing Page**

To supply all labor and materials necessary to replace existing shingled roof with Ethylene Propylene Diene Monomer (EPDM) roofing system at WVDOH Randolph County Headquarters, 76 Country Club Road, Elkins WV 26241

**VENDOR COMPANY NAME:** Astech Corporation, Inc

**VENDOR ADDRESS:** 3400 Falcon Drive

Charleston, WV 25312

**TELEPHONE:** 304-342-0545

**FAX NUMBER:** 304-342-3972

**E-MAIL ADDRESS:** astech50@hotmail.com

**CONTRACT TOTAL BID AMOUNT:**

One hundred eighty seven thousand, three hundred twenty dollars and no cents

(\$ 187,320.00 ) (Contract bid to be written in words and numbers.)

**Failure to use this bid form may result in bid disqualification.**

**SIGNATURE:** 

**DATE:** 3-6-2020

**NAME:** Denver Davis

(Please Print)

**TITLE:** Owner

**West Virginia Ethics Commission**  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

**Name of Contracting Business Entity:** Astech Corporation, Inc **Address:** 3400 Falcon Drive, Charleston, WV 25312

**Name of Authorized Agent:** Denver Davis **Address:** 3400 Falcon Drive, Charleston, WV 25312

**Contract Number:** CRFQ 0803 DOT2000000120 **Contract Description:** Roof Replacement - Randolph County

**Governmental agency awarding contract:** Divison of Highways District 8

**Check here if this is a Supplemental Disclosure**

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. **Subcontractors or other entities performing work or service under the Contract**

Check here if none, otherwise list entity/individual names below.

2. **Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

Check here if none, otherwise list entity/individual names below.

3. **Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

Check here if none, otherwise list entity/individual names below.

**Signature:** 

**Date Signed:** 3-6-2020

**Notary Verification**

**State of** West Virginia, **County of** Kanawha:

I, Denver Davis, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 6th day of March, 2020.



STATE OF WEST VIRGINIA  
NOTARY PUBLIC  
GERALDINE COLLINS  
3950 INDIAN CREEK ROAD  
ELKVIEW, WV 25071



**Notary Public's Signature**

**To be completed by State Agency:**

**Date Received by State Agency:** \_\_\_\_\_

**Date submitted to Ethics Commission:** \_\_\_\_\_

**Governmental agency submitting Disclosure:** \_\_\_\_\_

State of West Virginia  
Purchasing Division

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## CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

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

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

**Contract Identification:**

Contract Number: CRFQ 0803 DOT2000000120

Contract Purpose: Roof Replacement - Randolph County

Agency Requesting Work: WEST VIRGINIA DIVISION OF HIGHWAYS

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

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

**Vendor Contact Information:**

Vendor Name: Astech Corporation, Inc

Vendor Telephone: 304-342-0545

Vendor Address: 3400 Falcon Drive

Vendor Fax: 304-342-3972

Charleston, WV 25312

Vendor E-Mail: astech51@hotmail.com

## **CORPORATE DRUG POLICY**

- SUBJECT:** DRUGS AND ALCOHOL
- APPLIES TO:** All employees, subcontractors, and other individuals under Company direction.
- PURPOSE:** To state the Company's prohibitions and restrictions against the use and possession of or other activities related to drugs or alcohol and its policy for testing in order to protect the life, health, and safety of its employees and others, and to make those subject to this policy aware of the penalties for violation.

### **DEFINITIONS**

For the purpose of this policy, the following definitions apply:

- Company:** Astech Corporation Inc.  
3400 Falcon Drive, Charleston, W.V. 25312
- Company Premises:** All Company owned or leased properties and facilities, including all sites at which Company work is being performed, parking lots, and all offices, desks, lockers, trucks, vehicles, and equipment used in Company operations or business.
- Drugs:** Any illegal drug or other mind or mood-altering substance, inhalant, or prescription drug, the use of which has not been authorized as defined below; any equipment, paraphernalia, or materials related to illegal drug or substance abuse; and any controlled substance (including designer drugs, look alike drugs, etc...) even though not actually illegal by law.
- Failure to comply:** Failure to report to the collection site for testing immediately upon being instructed to do so; failure to follow the instructions of the collection personnel; failure to provide an adequate urine sample within three hours of being instructed to do so (anyone who does not produce an adequate urine sample when instructed to do so will wait under supervision until the three hours has expired or the sample is produced), without a medically verifiable reason; or engaging in conduct that clearly obstructs the testing process such as providing an adulterated sample or a sample below acceptable body temperature levels, a sample out of the acceptable pH range, or a sample out of the acceptable specific gravity or creatinine range.
- Personnel:** All employees, subcontractors, and other individuals under Company direction.

**Serious Accident:** The term "serious accident" shall mean an event at a mine which causes a fatality or an injury to an individual requiring such individual to be taken to a medical facility for reasons other than strains, sprains or observation as determined by a physician

**Under Company Direction:** Employees who are engaged in Company business during, before, or after normal work/business hours, and subcontractors, third parties, or other individuals who are engaged in work for the Company or are otherwise under the authority of the Company.

**Under the Influence:** *Alcohol concentration of four-hundredths of one gram or more by weight of alcohol per two hundred ten liters of an individual's breath.*

## **POLICY STATEMENT**

The Company is committed to maintaining a safe, productive work environment for its employees and other individuals doing business with the Company. It is not the Company's intention to catch an individual in wrongdoing, but rather to discourage the use and possession of drugs and/or alcohol in order to protect the life and health of the Company's employees, customers, and the public.

All personnel are strictly prohibited from possessing, using, selling, purchasing, transferring, or having detectable amounts of drugs in their system; and from being under the influence of alcoholic beverages while on Company premises, engaged in Company business, or operating Company equipment or vehicles, or from consuming alcoholic beverages while on Company work sites.

## **POLICY COMPLIANCE**

All Personnel are expected to comply with this policy for his or her own safety, for the safety of other personnel, and for the good of the Company. However, in order to ensure compliance, the Company will from time to time take one or more of the following steps:

1. Perform urine drug screen tests as specified in the Testing section below.
2. Confiscate prohibited items or substances and, when appropriate, deliver such items to law enforcement authorities for proper disposal.
3. Remove any Personnel from Company Premises who, in the judgment of their supervisor and/or safety representative, are unable to perform their job safely and effectively, and have them evaluated by appropriate medical authorities.

All contractor employees or third parties on Company Premises will be subject to this policy.

## **TESTING**

All drug testing will be performed in accordance to this policy and with all applicable laws and regulations.

**Collections:** All specimen collections will be split samples collected in accordance with DOT urine specimen collection guidelines (49 CFR Part 40).



Laboratory: All samples will be analyzed using accepted methods by a laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA). Positives will be confirmed by gas chromatography/mass spectrometry (GC/MS). Test results shall be treated as confidential records of the individual employee, and thus not subject to disclosure without proper authorization except to the Company.

Medical Review Officer (MRO): All positive drug results will be reviewed by a licensed Medical Review Officer. During this process, the employee will have the opportunity to provide any information that would explain a positive result, including any prescriptions. At this time, the employee also has the right to ask that the existing positive urine specimen be re-tested at another laboratory. The cost of the re-test will be the responsibility of the employee, not the employer.

Breath Alcohol Test: All Breath Alcohol Tests will be performed by a certified Breath Alcohol Technician. An initial Breath Alcohol Test result of greater than or equal to 0.02 will result in an automatic confirmation test. After 15 minutes, during which time the employee has been in the presence of the Breath Alcohol Technician, an additional Breath Alcohol Test will be conducted. This second test will be the "confirmation test", the final result.

As a condition of continued employment, all Personnel will be required to submit to drug/alcohol testing when requested to by the Company. The Company reserves the right to perform urine drug screening for the following reasons: (1) pre-employment, (2) random, (3) reasonable suspicion, (4) post-accident. Alcohol/drug testing may also be conducted at the Company's option as part of an investigation of suspected policy violation.

**Pre-employment**: Only applicants who have been offered a job will be tested for Drugs. The presence of Drugs without adequate explanation will result in termination of the applicant's candidacy. Any applicant who fails to comply will be removed from consideration for employment. Any applicant that has the presence of drugs without adequate explanation or fails to comply will be reported to the WV Office of Miners' Health, Safety & Training. All job applicants will be informed of this policy statement.

**Random**: Personnel with safety sensitive job duties will be tested for Drugs on a random, unannounced basis. At least 25% of the eligible employee pool will be tested annually. Random testing shall be conducted at least four times annually.

**Reasonable Cause**: Personnel may be tested for Drugs/Alcohol when a trained supervisor has reasonable cause to believe that the employee has reported to work or is working under the influence of a drug of abuse or alcohol. During this time, the employee shall be immediately suspended from performing safety-sensitive tasks by the Company until the testing is completed and test results are available. The following are some examples of behavior that would warrant reasonable suspicion:

- 1) pattern of unusual or above average absenteeism
- 2) confusion and/or disorientation
- 3) slurred speech
- 4) loss of equilibrium
- 5) appearance of being Under the Influence

**Post-Accident**: *Conduct a drug test and alcohol test of any employee who involved in a serious or fatal accident. The test shall be conducted as soon as possible after the accident occurs.*

## POLICY VIOLATIONS

Personnel believed to be in violation of this policy should be immediately reported to the supervisor responsible for personnel-related matters. Failure to timely report such violations is also considered a violation of this policy.

Personnel who demonstrate a Failure to Comply with Testing will be in violation of this policy.

Personnel who, as a result of testing have been found to have identifiable levels of Drugs (see chart below) in their systems, regardless of when or where the Drugs entered his/her system, will be in violation of this policy. The chart below shows initial testing and confirmatory levels of the drugs being tested, however these levels may change based on the lab and their reporting levels, as well as any changes in industry standards.

| <b>Drug Class</b>                                    | <b>Initial Cutoff Level<br/>(ng/ml)</b> | <b>Confirmatory Cutoff Level<br/>(ng/ml)</b> |
|--|---|--|
| Amphetamines   | 1000                                    | 500  |
| Barbiturates   | 300                                     | 300  |
| Benzodiazepines                                      | 300                                     | 300  |
| Cocaine  | 300                                     | 150  |
| Marijuana  | 50                                      | 15   |
| Methadone  | 300                                     | 300  |
| Opiates  | 300                                     | 300  |
| (including hydromorphone,<br>oxycodone, hydrocodone) | (oxycodone 100)                         | (oxycodone 100)                              |
| Phencyclidine  | 25                                      | 25   |
| Propoxyphene   | 300                                     | 300  |

Personnel found to be in violation of this policy will be immediately dismissed. Additionally any personnel found to be in violation of this policy will be reported to the WV Office of Miners' Health, Safety & Training for decertification purposes.

## PRESCRIPTION DRUGS

Those subject to this policy may maintain prescription Drugs on Company Premises provided that the Drugs have been prescribed by a licensed physician for the person in possession of the Drugs and that they are kept in their original containers. If an employee is taking any prescription drug or over-the-counter medication which could affect his/her ability to work, he/she should consult a medical professional to determine whether the drug may have any adverse affects on his/her personal safety or job performance while at work. If the effects of the medication could pose a danger or affect judgment, the employee should make his/her supervisor aware of this condition. Every effort will be made to adjust the employee's duties until such time as full, effective, and safe work activities can be resumed.

## TRAINING

This policy shall be reviewed with all new employees. In addition , the testing program shall be reviewed with all employees annually or at any time the testing policy is changed.

**POLICY AMENDMENT OR TERMINATION**

This policy may be amended or terminated at any time at the sole discretion of the Company.

**DRUG-FREE WORKPLACE REPRESENTATIVE:**

Name: Denver Davis - President

Contact Number: 304-342-0545

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Astech Corporation  
of Charleston, West Virginia, as Principal, and American Southern Insurance  
Company of Reynoldsburg, Ohio, a corporation organized and existing under the laws of the State of Kansas  
with its principal office in the City of Atlanta, GA, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_ (\$ 12,400.00 ) for the payment of which,  
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
Roof Replacement - Randolph County HQ (08200358)

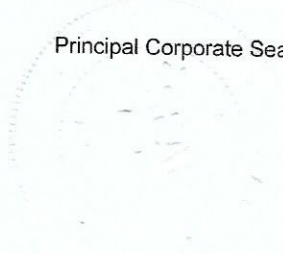
NOW THEREFORE,

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

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

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this  
10th day of March, 2020.

Principal Corporate Seal

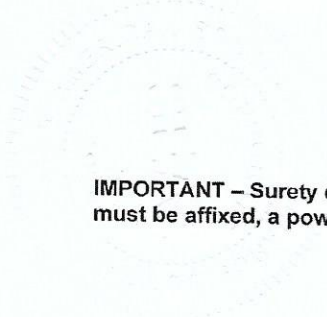


Astech Corporation  
(Name of Principal)

By [Signature]  
(Must be President or Vice President)

president  
(Title)

Surety Corporate Seal



American Southern Insurance Company  
(Name of Surety)

[Signature]  
Attorney-in-Fact  
David R. Brett

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals must be affixed, a power of attorney must be attached.**

# AMERICAN SOUTHERN INSURANCE COMPANY

Home Office: 3715 Northside Parkway, NW  
Suite 4-800  
Atlanta, Georgia 30327

Mailing Address: P. O. Box 723030  
Atlanta, GA 31139-0030

## GENERAL POWER OF ATTORNEY

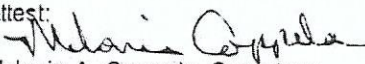
Know all men by these Presents, that the American Southern Insurance Company had made, constituted and appointed, and by these presents does make, constitute and appoint Stefan E. Tauger of Parker, Colorado; Scott E. Stoltzner of Hoover, Alabama; Arthur S. Johnson of Atlanta, Georgia; Andrew C. Heaner of Atlanta, Georgia; Jeffery L. Booth of Blacklick, Ohio; James E. Feldner of West Lake, Ohio; David R. Brett of Columbia, South Carolina; Melanie J. Stokes of Atlanta, Georgia; Jason S. Centrella of Jacksonville, Florida; Michael J. Brown of Cumming, Georgia; Tamara D. Johnson of Atlanta, Georgia; or Omar G. Guerra of Overland Park, Kansas, EACH as its true and lawful attorney for it and its name, place and stead to execute on behalf of the said company, as surety, bonds, undertakings and contracts of suretyship to be given to all obligees provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount of the sum of \$1,000,000 (one million dollars), including but not limited to consents of surety for the release of retained percentages and/or final estimates on construction contracts or similar authority requested by the Department of Transportation, State of Florida; and the execution of such undertakings, bonds, recognizances and other surety obligations, in pursuance of the presents, shall be as binding upon the Company as if they had been duly signed by the President and attested by the Secretary of the Company in their own proper persons.

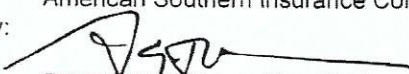
This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted pursuant to due authorization by the Executive Committee of the Board of Directors of the American Southern Insurance Company on the 26th day of May, 1998:

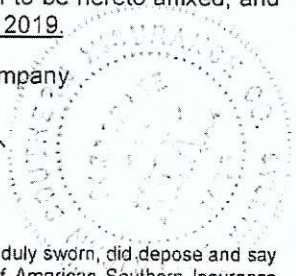
RESOLVED, that the Chairman, President or any Vice President of the Company be, and that each or any of them hereby is, authorized to execute Powers of Attorney qualifying the attorney named in the given Power of Attorney to execute in behalf of the American Southern Insurance Company bonds, undertakings and all contracts of suretyship; and that any Secretary or any Assistant Secretary be, and that each or any of them hereby is, authorized to attest the execution of any such Power of Attorney, and to attach thereto the seal of the Company.

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company when so affixed and in the future, with respect to any bond undertaking or contract of suretyship to which it is attached.

In Witness Whereof, the American Southern Insurance Company has caused its official seal to be hereto affixed, and these presents to be signed by its President and attested by its Secretary this 4<sup>th</sup> day of January, 2019.

Attest:  
  
Melonie A. Coppola, Secretary

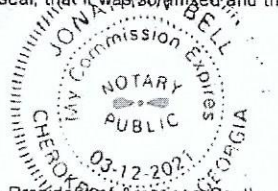
American Southern Insurance Company  
By:   
Scott G. Thompson, President

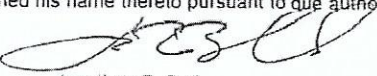


STATE OF GEORGIA  
COUNTY OF FULTON

SS:  
On this 4<sup>th</sup> day of January, 2019, before me personally came Scott G. Thompson to me known, who being by me duly sworn, did depose and say that he resides in Atlanta, in the County of Fulton, State of Georgia, at 421 Hollydale Court; that he is the President of American Southern Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed, and that he signed his name thereto pursuant to due authorization.

STATE OF GEORGIA  
COUNTY OF FULTON

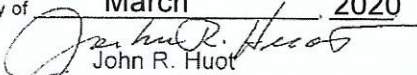


  
Jonathan R. Bell  
Notary Public, State of Georgia  
Qualified in Cherokee County  
Commission Expires March 12, 2021

I, the undersigned, a Vice President of American Southern Insurance Company, a Kansas Corporation, DO HEREBY CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and, furthermore, that the Resolution of the Executive Committee of the Board of Directors set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Atlanta, Dated the 10<sup>th</sup> day of March, 2020

Power No. 48810

  
John R. Huot  
Vice President

American Southern Insurance Company  
 NAIC Company Code 10235  
 NAIC Group Code 587

Statutory Financial Statement

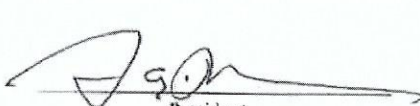
As of December 31, 2018


| ASSETS                  |                      | LIABILITIES                                     |                      |
|-------------------------|----------------------|---|----------------------|
| Bonds                   | \$77,915,107         | Reserve for Losses and Loss Expense             | \$42,926,070         |
| Stocks                  | 17,623,558           | Reserve for Unearned Premiums                   | 19,780,761           |
| Cash & Cash Equivalents | 4,644,381            | Reserve for Expenses, Taxes, Licenses and Fees  | 5,789,393            |
| Agents Balances         | 10,649,048           | Payable to Parents, Subsidiaries and Affiliates | 273,203              |
| Other Assets            | 5,109,112            | Other Liabilities                               | 3,705,270            |
|                         |                      | Total Liabilities                               | <u>\$72,474,697</u>  |
|                         |                      | <b>POLICYHOLDERS'S SUPLUS</b>                   |                      |
|                         |                      | Capital Stock                                   | 3,000,000            |
|                         |                      | Surplus   | 40,466,509           |
|                         |                      | Total Policy holders' Surplus                   | <u>43,466,509</u>    |
| Total Assets            | <u>\$115,941,206</u> | Total Liabilities and Policyholders' Surplus    | <u>\$115,941,206</u> |

Bonds and stocks are valued in accordance with the basis adopted by the National Association of Insurance Commissioners (NAIC).

CERTIFICATE

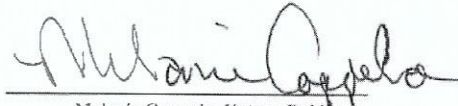
The officers of this reporting entity being duly sworn, each depose and say that they are the described officers of said reporting entity, and that on the reporting period stated above, all of the herein described assets were the absolute property of the said reporting entity, free and clear from any liens or claims thereon, except as herein stated, and that this statement, together with related exhibits, schedules and explanations therein contained, annexed or referred to, is a full and true statement of all the assets and liabilities and of the condition and affairs of the said reporting entity as of the reporting period stated above, and of its income and deductions therefrom for the period ended, and have been completed in accordance with the NAIC Annual Statement Instructions and Accounting Practices and Procedures manual except to the extent that: (1) state law may differ; or, (2) that state rules or regulations require differences in reporting not related to accounting practices and procedures, according to the best of their information, knowledge and belief, respectively.

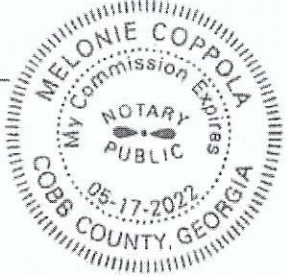
  
 \_\_\_\_\_  
 President

  
 \_\_\_\_\_  
 Chief Financial Officer

State of Georgia  
 County of Fulton

On the 27th day of February 2019, before me came the above named officers of the American Southern Insurance Company to me personally known to be the individuals and officers described herein, and acknowledge that they executed the foregoing instrument and affixed the seal of said company thereto by authority of their office.

  
 \_\_\_\_\_  
 Melonie Coppola, Notary Public  
 My Commission Expires, May 17, 2022





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

STATE OF WEST VIRGINIA,

COUNTY OF Kanawha, TO-WIT:


I, Denver Davis, after being first duly sworn, depose and state as follows:

1. I am an employee of Astech Corporation, Inc; and,  
(Company Name)
2. I do hereby attest that Astech Corporation, Inc  
(Company Name)

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

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

Printed Name: Denver Davis

Signature: 

Title: President

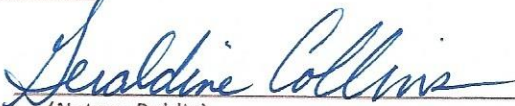
Company Name: Astech Corporation, Inc

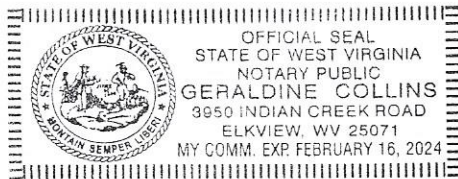
Date: 3-6-2020

Taken, subscribed and sworn to before me this 6th day of March, 2020.

By Commission expires 02-16-2024

(Seal)

  
(Notary Public)



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Astech Corporation, Inc

Authorized Signature: [Signature] Date: 3-6-2020

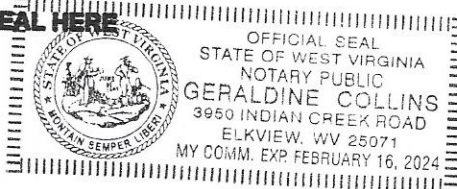
State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 6th day of March, 2020.

My Commission expires February 16, 2024.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature: Geraldine Collins]

Purchasing Affidavit (Revised 01/19/2018)