



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 4

List View

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

Procurement Folder: 1875956

Procurement Type: Central Purchase Order

Vendor ID:

Legal Name: CITY CONSTRUCTION COMPANY INC

Alias/DBA:

Total Bid: \$250,000.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

SO Dept: 0310

SO Doc ID: DNR2600000010

Published Date: 2/24/26

Close Date: 3/4/26

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 4

Total of All Attachments: 4



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Heating and cooling and air conditioning HVAC construction a				250000.00

Comm Code	Manufacturer	Specification	Model #
72151200			

**Commodity Line Comments:**

**Extended Description:**

New HVAC system at North Bend SP Lodge.

**BID BOND**

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

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
North Bend Lodge Dining Room AC Replacement, North Bend Lodge 196 North Bend Park Road, Cairo, WV

NOW THEREFORE,

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

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

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and  
Surety, or by Principal individually if Principal is an individual, this 19th day of February, 2026.



Surety Seal



City Construction Company, Inc.  
(Name of Principal)  
By: [Signature]  
(Must be President, Vice President, or  
Duly Authorized Agent)  
Vice President  
(Title)

Great American Insurance Company  
(Name of Surety)  
By: [Signature]  
Tammy S. Selbe Attorney-in-Fact

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

**GREAT AMERICAN INSURANCE COMPANY®**

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by this power of attorney is not more than 1

No. Bid Bond

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
Tammy S. Selbe	300 Kanawha Blvd East, Suite 300 Charleston, WV 25301	\$100,000,000

Principal: City Construction Company, Inc.  
Obligee: State of West Virginia

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 19th day of February, 2026

GREAT AMERICAN INSURANCE COMPANY



*Tammy S. Selbe*

Assistant Secretary

*John K. Webster*

Divisional Senior Vice President

JOHN K. WEBSTER (877-377-2405)

STATE OF OHIO, COUNTY OF HAMILTON - ss:

On this 19th day of February, 2026, before me personally appeared JOHN K. WEBSTER, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



**SUSAN A KOHORST**  
Notary Public  
State of Ohio  
My Comm. Expires  
May 18, 2030

*Susan A Kohorst*

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

*RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.*

*RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.*

**CERTIFICATION**

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 19th day of February, 2026



*Stephen C. Beraha*

Assistant Secretary



# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board

NUMBER: WV001801

**CLASSIFICATION:**

CONCRETE  
ELECTRICAL  
GENERAL BUILDING  
GENERAL ENGINEERING  
HVAC  
MASONRY  
MULTIFAMILY  
PIPING  
PLUMBING  
RESIDENTIAL

SPECIALTY  
SIDING  
ROOFING  
PAINTING  
WINDOW INSTALLATION

CITY CONSTRUCTION COMPANY INC  
DBA CITY WINDOW & CONSTRUCTION  
284 FACTORY STREET SUITE 101  
CLARKSBURG, WV 26301

DATE ISSUED

EXPIRATION DATE

AUGUST 19, 2025

AUGUST 19, 2026

Authorized Signature

Chair, West Virginia Contractor  
Licensing Board



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

**WEST VIRGINIA  
STATE TAX DEPARTMENT  
BUSINESS REGISTRATION  
CERTIFICATE**

ISSUED TO:  
**CITY CONSTRUCTION COMPANY, INC  
DBA CITY WINDOW & CONSTRUCTION  
284 FACTORY ST 101  
CLARKSBURG, WV 26301-5934**

**BUSINESS REGISTRATION ACCOUNT NUMBER: 1035-2503**

This certificate is issued on: **12/5/2013**

*This certificate is issued by  
the West Virginia State Tax Commissioner  
in accordance with Chapter 11, Article 12, of the West Virginia Code*

*The person or organization identified on this certificate is registered  
to conduct business in the State of West Virginia at the location above.*

**This certificate is not transferrable and must be displayed at the location for which issued**

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

**TRAVELING/STREET VENDORS:** Must carry a copy of this certificate in every vehicle operated by them.  
**CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS:** Must have a copy of this certificate displayed at every job site within West Virginia.



**Reason for Modification:**

Addendum #2 is issued to publish spec revisions, revised Exhibit A Pricing Page, and extend bid close date until 3/04/2026 @ 1:30 PM ET.

**ADDITIONAL INFORMATION**

The West Virginia Purchasing Division is soliciting bids on behalf of the WV Division of Natural Resources to establish a contract for construction services to facilitate the replacement of the HVAC system at North Bend State Park Lodge Dining Room per the attached specifications and terms and conditions.

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE BLDG 4 CHARLESTON WV US		DIVISION OF NATURAL RESOURCES NORTH BEND STATE PARK 202 NORTH BEND PARK RD CAIRO WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Heating and cooling and air conditioning HVAC construction a				\$250,000.00

Comm Code	Manufacturer	Specification	Model #
72151200			

**Extended Description:**  
New HVAC system at North Bend SP Lodge.

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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	Document Phase	Document Description	Page 3
DNR2600000010	Final	North Bend Lodge HVAC Rehabilitation	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



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

State of West Virginia  
 Centralized Request for Quote  
 Construction

<b>Proc Folder:</b> 1875956		<b>Reason for Modification:</b>	
<b>Doc Description:</b> North Bend Lodge HVAC Rehabilitation		Addendum #2 is issued to publish spec revisions, revised Exhibit A Pricing Page, and extend bid close..... See Page 2 for complete info	
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2026-02-23	2026-03-04 13:30	CRFQ 0310 DNR2600000010	3

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Customer Code: **000000201494**

Vendor Name : **City Construction Company Inc. dba City Mechanical**

Address :

Street : **1496 Milford Street**

City : **Clarksburg, WV**

State : **WV** Country : **US** Zip : **26301**

Principal Contact : **Scott Henderson**

Vendor Contact Phone: **304-203-5873** Extension:

**FOR INFORMATION CONTACT THE BUYER**

Joseph (Josh) E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

Vendor Signature X  FEIN# **55-0487627** DATE **3/4/2026**

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

**Reason for Modification:**

Addendum #2 is issued to publish spec revisions, revised Exhibit A Pricing Page, and extend bid close date until 3/04/2026 @ 1:30 PM ET.

**ADDITIONAL INFORMATION**

The West Virginia Purchasing Division is soliciting bids on behalf of the WV Division of Natural Resources to establish a contract for construction services to facilitate the replacement of the HVAC system at North Bend State Park Lodge Dining Room per the attached specifications and terms and conditions.

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE BLDG 4 CHARLESTON WV US		DIVISION OF NATURAL RESOURCES NORTH BEND STATE PARK 202 NORTH BEND PARK RD CAIRO WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Heating and cooling and air conditioning HVAC construction a				\$250,000.00

Comm Code	Manufacturer	Specification	Model #
72151200			

**Extended Description:**

New HVAC system at North Bend SP Lodge.

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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EXHIBIT A – PRICING PAGE (REV)  
**North Bend State Park  
HVAC Rehabilitation**

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Name of Vendor:

City Construction Company Inc. dba City Mechanical

Address of Vendor:

1496 Milford Street  
Clarksburg, WV  
26301

Phone Number of  
Vendor:

304-203-5873

WV Contractors License  
No.

**WV-001801**

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

**“A” Base Bid**

The Base Bid shall consist of all the work described in the Bidding Documents including the Plans, Project Manual, and any addendums not identified as an additive alternate.

**Total Base Bid:**

Lump sum for all labor, materials, and equipment necessary for a complete project.

**Written in numbers.**

\$205,000.00

**Total Base Bid: “A”**

Lump sum for all labor, materials, and equipment necessary for a complete project.

**Written in words.**

Two hundred and five thousand dollars and zero cents.

EXHIBIT A – PRICING PAGE (REV)

North Bend State Park

HVAC Rehabilitation

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**“B” Additive Alternate #1 Bid**

The Add Alt #1 Bid shall consist of all the work described in the Bidding Documents as “Installation of PTAC units in the room area hallways as indicated on drawing sheets G101A, M103A, E103A, and E104A.”

**Total Add Alt #1 Bid:**

Lump sum for all labor, materials, and equipment necessary for a complete project.

**Written in numbers.**

\$45,000.00

**Total Add Alt #1 Bid: “B”**

Lump sum for all labor, materials, and equipment necessary for a complete project.

**Written in words.**

Forty five thousand dollars

**Total Bid Amount is the TOTALS of A+B =**

\$     **\$250,000.00**

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DNR26\*10**

**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.

City Construction Company, Inc. dba City Mechanical

Company



Authorized Signature **Scott Henderson**

3/4/2026

Date

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

Revised 6/8/2012



**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.

(Printed Name and Title) Scott Henderson, Vice President

(Address) 1496 Milford Street, Clarksburg, WV 26301

(Phone Number) / (Fax Number) 304-203-5873

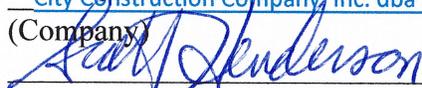
(email address) scott@cccwv.us

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; 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; 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.

*By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.*

City Construction Company, Inc. dba City Mechanical

(Company)



(Signature of Authorized Representative)

Scott Henderson, Vice President 3/4/2026

(Printed Name and Title of Authorized Representative) (Date)

304-203-5873

(Phone Number) (Fax Number)

scott@cccwv.us

(Email Address)

REQUEST FOR QUOTATION  
North Bend Lodge HVAC Replacement

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**Ohio Valley Construction Employers Council**

21 Armory Drive

Wheeling, WV 26003

Phone: 304-242-0520

Fax: 304-242-7261

Email: [ovcec@ovcec.com](mailto:ovcec@ovcec.com)

**13. SUBSTITUTIONS:** Any substitution requests must be submitted in accordance with the official question and answer period described in the INSTRUCTIONS TO VENDORS SUBMITTING BIDS, Paragraph 4. Vendor Question Deadline.

**14. 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:

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

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

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

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

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

**15. MISCELLANEOUS:**

**15.1. 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:** Steve Reesman

**Telephone Number:** 304-931-8070

**Fax Number:**

REQUEST FOR QUOTATION  
North Bend Lodge HVAC Replacement

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Email Address: [stever@cccwv.us](mailto:stever@cccwv.us)

**15.2. Owner's Representative:** Owner's representative for notice purposes is

Name: **Scott Henderson, Vice President**

Telephone Number: **304-203-5873**

Fax Number: \_\_\_\_\_

Email Address: [scott@cccwv.us](mailto:scott@cccwv.us)

**16. Initial Decision Maker:** Miller Engineering, the Engineer, shall serve as the Initial Decision Maker in matters relating to this contract.



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

I, Scott Henderson, after being first duly sworn, depose and state as follows:

1. I am an employee of City Construction Company, Inc. dba City Mechanical; and,  
(Company Name)

2. I do hereby attest that City Construction Company, Inc. dba City Mechanical  
(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: Scott Henderson

Signature: *Scott Henderson*

Title: Vice President

Company Name: City Construction Company, Inc. dba City Mechanical

Date: 3/4/2026

STATE OF WEST VIRGINIA,

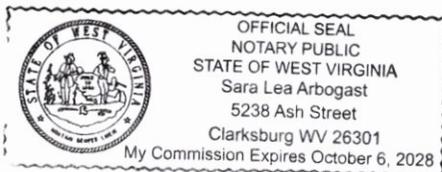
COUNTY OF Harrison, TO-WIT:

Taken, subscribed and sworn to before me this 4<sup>th</sup> day of March, 2024.

By Commission expires October 6, 2028

(Seal)

*Sara Lea Arbogast*  
(Notary Public)





**To All City Construction Company, Inc. Employees:**

Enclosed you will find a revised Drug-Free Workplace Policy. Please be aware that we participate with the State Law requiring random testing. This is mandated to not bar us from publicly funded projects. If your name is chosen at random your supervisor will be notified and you will have to report for the test the same day as notified. Please read and review this policy.

The random testing will be at the following location.

Bridgeport Express Care  
1370 Johnson Avenue  
Bridgeport, WV 26330  
Phone: 304-842-3330  
Hours: Monday thru Friday 8am to 8pm  
Saturday & Sunday 9am to 5pm

If you have any questions or concerns, please contact the HR Department.

Thank you for your cooperation in returning your acknowledgement.

Kesley Myers

Human Resource Manager

## CCC Drug Policy in a Nutshell

- When we test:
    - Pre-Employment
    - Suspicion
    - Randomly at 10% yearly (Unless required at a higher rate by government)
    - Post Accident (DOT-within 32 hours)
  - No possession on CCC property (includes using, selling, trading).
  - CCC vehicle drivers must report any vehicle convictions (drug or alcohol related) to us within 5 days of conviction.
  - Selection process: Individual selected and supervisor will be notified. Employee must go immediately to testing site. This is paid time.
  - Deferral: Only applicable in leave status or official travel status. Anyone who defers a test will be subject to an unannounced test within the next 60 days (as well as still being part of the random pool).
  - Positive test (refusal to take test, adulterating test):
    - First offense: 2 day suspension without pay  
Meeting with CCC owners before returning to work  
Sign Return-to-Work Agreement
    - Second offense: Indefinite suspension without pay  
Required to undergo 28 day rehab  
Meeting with CCC owners before returning to work  
Sign Return-to-Work Agreement
    - Third offense: Termination
- \*Violating the Return-to-Work Agreement may result in immediate termination.  
\*Disciplinary actions used at CCC discretion. (Any order, any single action)
- If employee insists a positive test result is wrong, they may retest within 48 hours. If the retest is positive, employee must pay for test and disciplinary actions will follow. If retest is negative, test will be treated like an originally negative test (CCC pays for test and no disciplinary actions).
  - We may search Company and personal property if we have reasonable suspicion. We must try to preserve dignity of employee.



## Drug-Free Workplace Policy

### Policy

City Construction Company has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety & health risks to the user and to all those who work with the user. This policy prohibits the manufacture, distribution, dispensation, storage, possession, sale, or use of drugs, controlled substances, or alcohol on City Construction Company premises, jobsites and vehicles during working hours.

### Purpose and Goal

City Construction Company is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

### Scope

This policy applies to all employees of City Construction Company.

### Definitions

**Alcohol:** The intoxicating element in whiskey, wine, beer, and other fermented or distilled products; classed as a depressant drug.

**Alcohol Test:** The procedure conducted to determine if an individual is under the influence of alcohol.

**Under the Influence of Alcohol:** Affected in such a manner that there is a recognizable impairment in physical and/or mental ability. The concentration of .08 of 1% or more by weight of alcohol in the blood, or concentration of .08 of 1 gram or more by weight of alcohol per 210 liters of breath.

**Conviction:** A finding of guilt or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of Federal and State statutes.

**Controlled Substance:** A substance that is defined in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812).

**Drug:** Any chemical, substance, or mixture of chemical and substance used as a medicine or as an ingredient in a medicine in the treatment of illness or disease, or which affects any bodily function or organ.

**Legal Drug:** Drugs, medications or over-the-counter products that have been legally obtained and which are being used for the purpose for which they were prescribed or manufactured.

**Illegal Drugs:** Drugs which are not legally obtainable, or which are legally obtainable but have not been legally obtained.

**Drug Test:** The procedure using a drug screen in urine specimens that are collected from individuals for the purpose of scientifically analyzing the specimens to determine if the individual ingested, was injected or otherwise exposed to a drug of abuse.

**Random Drug Testing:** The procedure in which employees who perform safety-sensitive tasks are selected to undergo a drug test by a statistically valid random selection method with out prearrangement or planning.

**Safety-sensitive duty:** The means of any task or duty fraught with such risks of injury to the employee or others that even a momentary lapse of attention or judgment, or both, can lead to serious bodily harm or death.

**Search:** To examine closely and carefully in attempt to gain knowledge, establish facts, or to find specific things or objects.

**Workplace:** The entire physical City Construction Company premises, including roadways, parking lots, vehicles, docks, and adjacent railroad and/or waterfront facilities. For this policy, the word workplace also includes City Construction Company vehicles away from the physical City Construction Company premises.

## **Drug and Alcohol Screening**

City Construction Company may require a blood test, urinalysis, or other drug alcohol screening for:

1. Persons seeking employment with City Construction Company.
2. Employees suspected of using or being under the influence of or impaired by drugs, controlled substances, or alcohol.
3. Random substance testing will be instituted by random selection of employees of at least 10% a year.
4. Post accident/Post incident testing: After an employee has had an injury or near miss or is involved in an incident with property damage.

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test.

All drug-testing information will be maintained in separate confidential records.

Any employee who tests positive will be immediately removed from duty, referred to a substance abuse professional for assessment and recommendations, required to successfully complete recommended rehabilitation including continuing care and required to pass a Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening of the test, adulterates, or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

## **Prohibited Behavior**

It is a violation of our drug-free workplace policy to use, possess, sell, and/or trade alcohol, illegal drugs or intoxicants.

## **Pre-Employment Screening**

City Construction Company will maintain pre-employment screening practices, which are designed to identify those individuals whose use of drugs or alcohol indicates a potential for impaired or unsafe job performance.

City Construction Company will require pre-employment substance screening of all applicants to whom City Construction Company will advise each applicant of the intent to test for substances and require the applicant to permit the results of the test be made available to management. If an applicant does not wish to have screening test performed, the pre-employment interview process or examination will be terminated. If the applicant refuses the screening test or if the test confirms the use of an unauthorized substance, the applicant will be disqualified from further employment consideration for a minimum of twelve months.

Employees who drive City Construction Company vehicles must notify City Construction Company of any alcohol related motor vehicle statute convictions within five (5) days after such conviction. This notification is separate from that which is required for Annual Certification by the Federal Motor Carrier Safety Regulations, and such notification of conviction is a condition of employment.

Notification of conviction shall be made in writing to the facility manager, and managers shall transmit such notification to the Human Resources Manager as soon as possible after receipt.

## **Testing**

**Reasonable Cause/Suspicion Testing:** Reasonable suspicion testing will occur when management has reason to suspect that an employee may be in violation of this substance abuse program. The suspicion will be documented in writing and may occur based upon observed behavior, abnormal conduct, erratic behavior, arrest or conviction for drug related offenses. This includes employees who have undergone or are undergoing treatment for substance abuse or misuse. All City Construction Company managers/supervisors will be trained to recognize drug and alcohol related signs and symptoms.

**Random Testing:** Random substance testing will be instituted for all City Construction Company Employees (at least 10% yearly). You must report the same day as notified to a testing facility that has been approved by the company.

**Post Accident/Incident Testing:** After an employee has had an injury or near miss or is involved in an incident with property damage, City Construction Company reserves the right to request a drug test.

## **Notification of Selection**

An individual selected for random testing, and the individual's first-line supervisor, shall be notified the same day the test is scheduled, preferably, within two hours of the scheduled testing. The supervisor shall explain to the employee that the employee is under no suspicion of taking drugs and that the employee's name was selected randomly.

## **Deferral of Testing**

An employee selected for random drug testing may obtain a deferral of testing if the employee's first line and higher-level supervisors concur that a compelling need necessitates a deferral on the grounds that the employee is:

1. In a leave status (sick, annual, administrative, or leave without pay)
2. In official travel status away from the test site or is about to embark on official travel. scheduled prior to testing notification.

An employee whose random drug test is deferred will be subject to an unannounced test within the following 60 days.

## **Opportunity to Justify a Positive Test Result**

When a confirmed positive result has been returned by the laboratory, the Medical Review Officer shall perform the duties set forth in the Mandatory Guidelines. For example, the Medical Review Officer may choose to conduct employee medical interviews, review employee medical history, or review any other, relevant biomedical factors. The Medical Review Officer must review all medical records made available by the tested employee when a confirmed positive test could have resulted from legally prescribed medication. Evidence to justify a positive result may include, but is not limited to:

1. A valid prescription
2. A verification from the individual's physician verifying a valid prescription.

Individuals are not entitled, however, to present evidence to the Medical Review Officer in a trial-type administrative proceeding, although the Medical Review Officer has the discretion to accept evidence in any manner the Medical Review Officer deems most efficient or necessary. If the Medical Review Officer determines there is no justification for the positive result, such result will then be considered a verified positive test result.

## **Disciplinary Action**

Violation of the rules contained in this Policy can result in disciplinary action, up to and including dismissal or termination of employment. Violation of the rules contained in this Policy can also result in mandatory placement of offending employees in a substance abuse or rehabilitation program. Participation in, and the successful completion of, such a program are conditions of employment.

The finding of the presence of any illegal drug, controlled substance or alcohol above the cutoff levels established in the Appendices to the Federal Motor Carrier Safety Regulations following a test or screening will be considered prima facie evidence of a violation of the rules contained in this Policy, or if any employee is caught adulterating or tampering a drug or alcohol test, shall be subject to appropriate disciplinary measures up to and including terminating employment, in accordance with City Construction Company drug-free workplace policy

City Construction Company in its discretion may utilize a three-tier disciplinary approach depending upon the individual circumstances of each violation. City Construction Company reserves the right to render any disciplinary action appropriate to the specific circumstances up to and including termination for any violation of this policy. Nevertheless, City Construction Company will, when appropriate, utilize the three-tier disciplinary approach. When this approach is used, the first (1) positive test will result in a two (2) day suspension without pay and a mandatory meeting with Company owners before returning to work. A second (2) positive test will result in an indefinite suspension without pay and the employee will be required to undergo a mandatory 28-day rehabilitation program and meeting with Company owners before being considered to return to work. In the event of a third (3) positive test the employee will be automatically dismissed from employment. If the employee refuses to take the test it will be treated as the employee has tested positive and the same three tier disciplinary approach will go into effect. Before returning to work after any offense, the employee must sign a Return-to-Work Agreement and will be on probation for one year. During that one year the employee is subject to random drug or alcohol tests at any time. The repeat of offense in that one-year probationary period may result in termination.

## **Searches**

Searches of employees, employee's lockers, and employee personal property may be conducted when there is a reasonable suspicion to believe that the employee or employees are in violation of the rules contained in this Policy. While City Construction Company has the right to conduct reasonable searches on its property, every effort must be made to preserve the rights and dignity of employees subject to such searches.

## **Reporting the Possession or Use of Prescription Drugs and Medicines**

The use of legal drugs and/or medication by individual employees may affect the job performance of the using employees, the safety of other employees, the safe and efficient operations of City Construction Company, or the safety of the public at large.

Employees are urged to discuss the effects of any drugs or medication with their doctors when such drug or medications are prescribed, and to request a statement on possible impairments or effects. This statement will aid the facility manager in deciding of potential impairment.

Employees who are using over-the-counter drugs or medications are urged to read the information furnished with the drug or medication carefully, and to bring that information to the facility manager. This information will aid the facility manager in deciding of potential impairment.

Employees who are using legal drugs and/or medication must report such use to the facility manager for a determination that such use will not expose the employee or any other employees or members of the public at large to hazards that may result from impairment. If the facility manager determines that employee performance or safety hazards exist, the employee may be required to take a leave of absence or comply with other appropriate actions to minimize any potential impairment problems.

## **Education & Training**

City Construction Company provides written education of the following:

1. Detailed information about the content of the City Construction Company drug and alcohol policy.
2. Information on the effects and consequences of drug and alcohol use on personal health, safety, and the work environment.
3. Information on the manifestations and behavioral causes that may indicate drug or alcohol use or abuse.

Supervisors will be provided 2 hours of drug-free workplace supervisor training for all supervisory employees and annually thereafter.

1. How to recognize drug or alcohol problems.
2. How to document behaviors that demonstrate a possible drug or alcohol problem.
3. How to confront employees with the problem from observed behaviors.
4. How to initiate reasonable suspicion and post-accident testing.
5. How to handle the procedures associated with random testing.
6. How to make the appropriate referral for assessment and assistance.
7. How to follow up with employees returning to work after a positive result.
8. How to handle drug-free workplace responsibilities in a manner that is consistent with collective bargaining agreements.

A hard copy of this policy will be given to each City Construction Company employee, which includes an employee-signed acknowledgement receipt for each employee.

## **Assistance**

City Construction Company recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of qualified community professionals. Treatment for alcoholism and/or other drug use disorders may be covered by the employee's benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

## **Community Resources**

The employer is to provide a list of available community resources for seeking assistance when an employee has tested positive, or if the employee acknowledges the need for a substance abuse program.

If the employees need additional information; it will be supplied by City Construction Company's Human Resources Department.

## **Confidentiality**

City Construction Company has appointed competent physicians to serve as Medical Review Officers. City Construction Company has designated its facility managers as the individuals responsible for liaison with the Medical Review Officers in the establishment and coordination of testing or screening programs, communication of testing or screening results, and for maintaining secured confidential files which are separate and distinct from any other employment records. These individuals are responsible for maintaining the confidentiality of any records and files generated under this Policy, and any information contained in these files may be shared only with the affected employee, with the Medical Review Officers, and with other persons on a strict 'need to know' basis. A facility manager may designate an alternate responsible individual who will serve in that capacity in the event of absence, travel, or incapacitation of the manager.

## **Shared Responsibility**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

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A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behaviors to their supervisors.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Clearly state consequences of policy violations.

## **Communication**

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.
- The policy and assistance programs will be reviewed at safety meetings.
- Employee education about the dangers of alcohol and drug use and availability of help will be provided to all employees.
- Every supervisor will receive training to help him/her to recognize and manage employees with alcohol and other drug problems.



# City Construction Company, Inc.

## West Virginia Proud Since 1965

**GENERAL CONTRACTING • REMODELING • COMMERCIAL • CITYCONSTRUCTIONCO@CCCWV.US**  
284 FACTORY STREET -SUITE 101, CLARKSBURG. WEST VIRGINIA 26301 • PHONE 304-623-2573 • FAX 304-623-3775

Re: Our Company History and Biography

City Construction Company, Inc. is a family owned and operated corporation. 2025 marked 60 years of continued service. Four generations of the Henderson family are the vital life blood of our company. We have all grown up in the business. Learning from bottom to the top. This is not only a job; it is our life's work. And each and everyday we put our reputation on the line. Our success lies in the golden rule...Treat others as you would want to be treated.

We have been a staple in the community for 60 years. Constructing new buildings, renovating old ones and being of service to the population of the great State of West Virginia. Our red truck fleet is well known and respected. By keeping this a family business we insure that we will be in business for a long time to come in the future. As you can see by the listing of the projects below we do various projects attending to the needs of the owners and architects. We consistently bring the work in on time and budget. We are quick to respond to any challenges that may arise on the project. We bask in the praise of a job well done.

Currently, we are one of the two largest general contractors in North Central West Virginia. The Henderson family actually owns four (4) different construction firms with a combined annual gross sales of over \$60 million dollars.

City Construction Company, Inc. – Commercial building company  
City Window Systems – Commercial window replacement company  
City Window & Construction Company – Residential building and repair.  
City Mechanical formerly Stuart McMunn Company – HVAC and Plumbing

We're very proud of our outstanding record for quality workmanship and service. During this four decade plus span we've built a solid reputation and superior record of successful projects. Below are a more complete overview of our construction companies and a history of successful projects.

We actually received a 2010 AIA Architectural Achievement of Excellence award for the 1- 79 DOT Rest Stops at Burnsville, the Hazelton I-68 DOT WVA Welcome Center and the new wooden Amphitheater at the Waterfront Park in Morgantown. Our crews are busy at several school renovations projects in various West Virginia schools.

Recent and on going Projects.....

- Gym renovations @ Buckhannon Upshur High School. Alpha Associates. \$160,000.00.
- Visitor's bleacher replacement at Grafton High School. \$170,000.00 +/-.  
Jane Reynolds, Superintendent of Schools. 304-265-2497.

- Rish Building renovations for the new City Building at Bridgeport, WV. \$1.5 million. Randy Spellman 304-677-2118.
- Morgantown Amphitheater and Caperton Trails Restrooms, Morgantown, WV. \$700,000.00.
- Ripley Elementary Renovations, Ripley, WV. \$1 .5 million. Gary Samples.
- St. Mary's Correctional Facility renovations, St. Mary's, WV. \$3.3 million.
- Doddridge County State Police/911 Building. Greenwood, WV. \$800,000.00.
- CHS Preservation. Old Circleville High School, Circleville, WV.
- UHC Weston Dialysis Center, Weston, WV.
- Glenville Elementary School Renovations, Glenville, WV. MSES Wayne Rinehart 304-624-9700.
- Harrison/Marion Airport Renovations, Bridgeport, WV. Chad Biller 304-624-4108.
- North Central Regional Juvenile Detention Center, Parkersburg, WV. Contact Ray Swecker, WV Juvenile Service, Charleston, WV.
- Grafton High School, Grafton, WV. Francis Nestor 304-265-5804. TCBOE Don Keller 304-265-5613.
- Stockmeier Urethanes Building, Clarksburg, WV.
- Anna Jarvis Elementary, Grafton, WV.
- Mingo County Schools, Gilbert, WV. Burma Hatfield 304-664-3419. (Note: Burma Hatfield now on WV State Board of Education.)
- Mountain Line Transit Authority, Morgantown, WV. Susan O'Connell, WVDPT, Charleston, WV.
- Flemington Elementary School renovations. Sam McDaniels 304-265-2497.
- St. Mary's Correctional Center. Jody Driggs at Silling Associates 304-346-0565.
- Robert L. Bland Middle School renovations, Weston, WV. Clyde Craig, President, Lewis County Board of Education. 304-452-8228.
- Bridgeport Conference Center, Charlespoint Development, Bridgeport, WV. Chad Riley 304-624-4108.
- UHC Wound Care Center, Bridgeport, WV. Geoff Marshall 304-624-2811.
- Nicholas County Courthouse. Patty Neff 304-872-7830.
- Cabell County Schools. Architect ZMM David Unrue 304-342-0159.
- Mount Hope Housing Authority. Nancy Martin 304-877-6541.
- Installed windows in the new Beckley Federal Building.
- Installed windows at Concord University, Athens, WV.
- Installed windows Pinecrest Hospital, Beckley, WV for WV Department of Health.
- Peterstown Elementary and Middle Schools. Contact Lynn Guy 304-772-3091.
- Triadelphia Middle School, Ohio County Schools. Gary McGlumphy 304-243-0431.
- Several Schools in Charleston, WV. Chuck Wilson 304-348-6148.
- Gassaway, Mt. Hope Post Offices, Paul Dupont 304-623-7723.
- Harrison County Courthouse Bill Yoke 304-6246326.
- Harrison County Schools, Neil Quinn 304-624-3300.
- Bridgeport Conference Center.
- Dunbar Middle School
- Grafton High School
- Mountain Line Transit Authority
- Nicholas County High School
- Salem/Gore Middle School
- St. Marys Correctional Center Cafeteria

- Jayenne Elementary School
- Chapmanville Regional High School – New School \$7,000,000 +
- Robert L. Bland Middle School – Extensive Remodeling \$5,500,000 +
- Doddridge County High School – New School \$5,000,000 +
- Glenville State College – Science Hall \$7,000,000 +
- Shady Spring High School – Renovations \$4,000,000 +
- Dr. Gregory Moore, DDS – New Building \$500,000 +
- Brandywine Elementary School – Addition and Renovations \$5,000,000 +
- Elkins Hospice Care Center – Addition and Renovations \$2,500,000 +
- I-79 Burnsville Rest Areas – WV DOT \$5,000,000 +
- Concord University Chapel and Alumni Center \$6,000,000 +
- West Milford Elementary School – Addition \$1,500,000 +
- City of Bridgeport Public Safety Substation - \$3,500,000 +
- Glenville State College – Elevator Project - \$400,000 +
- National Oilwell Varco – New Building \$2 million +
- Burnsville Elementary School – Addition and Renovation \$2 million +
- Flatwoods Elementary School – Addition and Renovations \$1.5 million +
- Preston County 911 Facility - \$2 million +
- Brookview Elementary School – Addition \$650,000 +
- Brookview Elementary School, Phase II - \$650,000
- Camp Dawson, Live Fire Shoot House, Phase I - \$500,000 +
- Valley Elementary School – Addition and Renovations \$1.5 million
- West Virginia Industrial Home for Youth – Renovations \$1.2 million +
- Simpson Elementary School – Addition and Renovations \$2.3 million +
- Lumberport Elementary School – New School \$4.5 million +
- Logan County DOT Headquarters building – New construction \$1.3 million +
- Bridgeport Recreation Center – New construction \$1.3 million +
- A-B College Campus Center – Renovations \$3.3 million +
- Fairmont Senior High School – Renovations \$2 million +
- West Liberty University, Shaw Hall – Renovations \$4 million +
- Bridgeport Rest Areas – New Buildings \$6.2 million +
- East Fairmont Middle School – New Building \$19 million +
- East Bank Middle School – Renovations and addition \$5.5 million +
- Belmont Elementary School – Renovations \$2.5 million
- Lumberport Middle School – New Construction \$14 million +
- Franklin Elementary School – New Construction \$11 million +
- East Fairmont Middle School Football Field – New Field \$1 million +
- Total Dental Office – New Building \$2 million +
- Leading Creek Elementary School – New Building \$7.6 million +
- Jane Lew Elementary School – Additions and Renovations - \$3.6 million +
- CAPE Credit Union – New construction - \$800,000
- Dismas Charities – New construction - \$1.9 million +
- Gilmer County Elementary School – New Building \$11 million +
- Suncrest Elementary School – New Building \$16 million +
- RG Honda Motorsports – New Building \$4 million +
- Star Furniture – New building \$4 million +
- Johnson Elementary School – New building \$16 million +

- Doddridge County Parks – New building \$860,000 +
- Morgantown High School – Renovations Phase 1 & 2 \$6 million +
- Palace Furniture – Renovations to Apartments \$5 million +
- West Taylor Elementary School – Additions and Renovations \$900,000 +
- Glen Elk Apartments – New Build \$4.3 million +
- Gaston Avenue Apartments – Renovations \$2.3 million +
- FEB Headquarters – New Build \$3.5 million +
- Murdoch Apartments – New Building \$5.6 million +
- Tyler County Stadium & Bus Facility – New \$15 million +
- Camp Dawson STF Building B – Renovations \$1.4 million
- Centerbranch Church – Renovations \$3 million +
- Doddridge County Maintenance/Career Center Facility – New \$5 million +
- WV Relief Facilities – Combined totals – Renovations \$3 million +
- Armory Pharma – Renovations \$6 million +
- Bartlett Funeral Home – Renovations \$782,000.00
- Bridgeport High School Press Box – Renovations \$613,000.00
- Doddridge County Early Childhood Academy – New \$15 million +
- Gore Elementary School – Addition and Renovations \$7 million +
- Ryan Brown Treatment Center – New \$6 million +
- Buckhannon-Upshur Health Department – Renovations \$300,000
- Grafton-Taylor Health Department – New \$2 million +
- MVA of Health Care Clinic – Renovations \$1.8 million +
- Urse Dealership – New \$5 million +
- Spencer Middle School – New \$19 million +
- Anna Jarvis Elementary School – New \$22 million +
- Cedar Grove Elementary School – Additions and Renovations \$17 million +
- Buckhannon Readiness Center – Additions and Renovations \$19 million +
- Glenville State University Health and Wellness Complex – Renovations \$10 million +
- Nicholas County Glade Creek PK-8 School – New \$65 million +

Please feel free to visit our website at [www.citywindowconstruction.com](http://www.citywindowconstruction.com).

Thanking you in advance.

Sincerely,  
 Scott Henderson  
 Vice President