



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

Solicitation

NUMBER
8314C0052

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
CRYSTAL RINK
304-558-2306

*223130422 304-345-1396
 JOE BOGGS & ASSOCIATES INC
 1703 WOODVALE DR

VENDOR

SHIP TO

CHARLESTON WV 25314

DATE PRINTED
02/12/2014

BID OPENING DATE: 03/12/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR		956-60	44.00	113,920.00
DRUG AND ALCOHOL TESTING REQUEST FOR QUOTATION (OPEN-END CONTRACT) THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF HIGHWAYS, IS SOLICITING BIDS FOR AN OPEN-END CONTRACT TO PROVIDE THE AGENCY WITH DRUG AND ALCOHOL TESTING SERVICES PER THE ATTACHED SPECIFICATIONS.						
***** THIS IS THE END OF RFQ 8314C0052 ***** TOTAL:						113,920.00

03/12/14 01:05:18PM
 West Virginia Purchasing Division

SIGNATURE	TELEPHONE	DATE
TITLE President	304-345-1396	03-10-14
FEIN 55-0664639	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABEL

INTRODUCTION

We at Joe Boggs & Associates, Inc. are pleased to present this quotation for drug and alcohol testing to the West Virginia Department of Transportation. As an experienced Third Party Administrator with years of experience in both regulated and non-regulated drug and alcohol testing our program will provide excellent service in the most flexible and non-disruptive manner available.

Joe Boggs & Associates, Inc. offers access to the most technically sound and legally defensible drug and alcohol services available. Our program utilizes trained collectors, certified Medical Review Officers and SAMSHA certified laboratories. This quotation offers a comprehensive program to fulfill the requirements of the U.S. DOT and at the same time keeps costs and interference in the day-to-day activities of the operating agencies to a minimum.

As a company that is truly locally owned and operated, Joe Boggs & Associates, Inc. is not a subsidiary or franchise of any other entity and must stand on our own merit. In today's competitive marketplace our success has come from delivering quality services while maintaining personal customer relations with clients whether large or small. Delivering these services in a state with such diverse geography, varying population densities, different client needs, and changing regulations requires us to be flexible and innovative. We are committed to making drug and alcohol testing as efficient and trouble-free as possible.

We at Joe Boggs & Associates, Inc. will adhere to all demands that the West Virginia Department of Highways has ask for in this contract bid.

Ritchie Boggs, President

Pricing Pages

All per test costs are to be based upon an all-inclusive collection as seen through the entire Process of analysis, culminating with the certification of results and proper reporting of such results to the Human Resources Division or the appropriate Agency Program Manager. Alcohol and drug screening requires separate pricing. Regular hours testing (Monday - Friday, 7:00 a.m. - 5:00 p.m.) and after hours testing (Saturday, Sunday, and weekdays 5:01 p.m. - 6:59 a.m.) requires separate pricing.

The West Virginia Department of Transportation requests your bid based on the following estimated quantities:

	Usage	Total Cost of Each Test	Extension
1. Drug Screening After Hours	<u>2000</u>	<u>44.00</u>	<u>88,000.00</u>
	<u>30</u>	<u>44.00</u>	<u>1,320.00</u>
2. Alcohol Testing After Hours	<u>700</u>	<u>5.00</u>	<u>3,500.00</u>
	<u>20</u>	<u>5.00</u>	<u>100.00</u>
3. Expert Witness Testimony Collector Testimony Deposition Expert Witness Testimony	<u>10</u>	<u>No charge</u>	<u>.00</u>
	<u>10</u>	<u>No charge</u>	<u>.00</u>
	<u>10</u>	<u>No charge</u>	<u>.00</u>
	<u>10</u>	<u>No charge</u>	<u>.00</u>
4. Laboratory Litigation Packages Clinics (total cost, i.e. charge for clini + cost of test)	<u>2</u>	<u>No charge</u>	<u>.00</u>
		<u>No charge</u>	<u>.00</u>
		<u>No charge</u>	<u>.00</u>
5.	<u>300</u>	<u>70.00</u>	<u>21,000.00</u>
6. Blind Specimens	<u>54</u>	<u>No charge</u>	<u>.00</u>
7. No-Show Charges	<u>30</u>	<u>No charge</u>	<u>.00</u>
8. Emergency Service Rates	<u>12</u>	<u>No charge</u>	<u>.00</u>
		Total	<u>113,920.00</u>


Include the name of the software or internet-based result reporting: Drug Pac, DOT and NON-DOT-Web Tox

The vendor shall be required to perform all of the services named above. Failure to provide the services and bid prices shall result in disqualification of the bid.

CERTIFICATION AND SIGNATURE PAGE

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

Joe Boggs & Associates, Inc.
(Company)


(Authorized Signature)

PRESIDENT
(Representative Name, Title)

304-345-1396 304-345-8907
(Phone Number) (Fax Number)

03-10-14
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: 8314C0052

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

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

Joe Boggs & Associates, Inc.
Company


Authorized Signature

03-10-14
Date

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

REQUEST FOR QUOTATION
83-14-C0052 Drug and Alcohol Testing Services

26

Contract Manager: Ritchie Boggs
Telephone Number: 304-345-1396
Fax Number: 304-345-8907
Email Address: raboggs@suddenlinkmail.com

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

3. Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

4. Application is made for 5% resident vendor preference for the reason checked:

Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Joe Boggs & Associates, Inc.

Signed: [Signature]

Date: 03-10-14

Title: President

RFQ No. 8314C0052

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

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

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

DEFINITIONS:

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

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

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

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

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Joe Boggs & Associates, Inc.

Authorized Signature: [Signature]

Date: 2/26/14

State of West Virginia

County of Kanawha, to-wit:

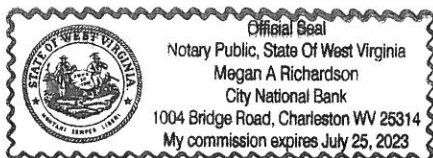
Taken, subscribed, and sworn to before me this 26th day of January, 2014.

My Commission expires July 26th, 2014.

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]
Purchasing Affidavit (Revised 07/01/2012)



NOTE:

Vendor and Notary's date must be the same.

Notary required to AFFIX SEAL on Purchasing Affidavit.