



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

Request for Quotation

RFQ NUMBER
83800013

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
MICHAEL AUSTIN 304-558-2402

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF HIGHWAYS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/28/2007				

BID OPENING DATE: 12/19/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		680-24		
DRUG AND ALCOHOL TESTING SERVICES OPEN END CONTRACT TO PROVIDE DRUG AND ALCOHOL TESTING SERVICES FOR EMPLOYEES PER THE ATTACHED SPECIFICATIONS. EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE. UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT. RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

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



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 Purchasing Division
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<p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p>						

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<p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.:</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1</p> <p>NO. 2</p> <p>NO. 3</p>						

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	NO. 4					
	NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p> <p>REV. 11/96</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p>						

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<p>() 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</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS 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</p> <p>() BIDDER IS A CORPORATION 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.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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</p>						

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<p>() 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 BIDDERS' 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.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & 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) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; 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.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND 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.</p> <p>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</p>						

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<p>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.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF</p>						

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SCOPE OF WORK – TECHNICAL SPECIFICATIONS

The WVDOT seeks to enter into a contract with a single vendor for drug and alcohol testing services. These services include, but are not limited to, random, pre-employment, reasonable suspicion/cause, post accident/incident, return-to-duty/follow-up and any other drug and/or alcohol testing service deemed necessary by the WVDOT.

Vendor Requirements

1. The vendor shall develop a method of random selection in compliance with Title 49 CFR Part 40.
2. The vendor shall provide for mobile, on-site testing of urine in compliance with Title 49 CFR Part 40. This includes necessary collection and identification supplies and transportation costs from the collection site to a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory. The split sample method of collection, handling, and storage is to be utilized. US Department of Transportation collections protocols will be followed unless specifically requested by the WVDOT. The vendor is to provide a confirmatory test on all positive drug screens using gas chromatography/mass spectrometry technology. Drug test results will be reported to the WVDOT no later than 4:00 p.m. Eastern Time on the third business day following the date of a test. If not reported by that time, the WVDOT will not be charged for the test, and the vendor will not reschedule a test for the purpose of meeting this required timeframe. For the purposes of this requirement, business days are Monday through Friday.
3. The vendor will provide for mobile, on-site alcohol testing that is to be conducted using equipment approved by the US Department of Transportation and found on their Conforming Products List. US Department of Transportation collection protocols, found in Title 49 CFR Part 40, will be followed unless specifically requested by the WVDOT. The vendor will provide for a confirmatory alcohol test on all breath concentrations in excess of 0.02.
4. The vendor will not charge WVDOT for specimen adulteration assays.
5. The vendor will not charge WVDOT for handling of rejected specimens or those otherwise unfit for testing.
6. The vendor must include the cost of a qualified Medical Review Officer (MRO) in their per test cost. Due to the size and needs of the West Virginia Department of Transportation, the Medical Review Officer must be a full-time MRO.

7. The vendor shall provide mobile testing and testing services from 7:00 a.m. until 5:00 p.m. After hours services (including Saturday and Sunday collections, if necessary) shall be required in emergency situations.
8. If necessary, the vendor shall provide for the collection of blood specimens.
9. The vendor shall provide for the submission of blind samples as required by federal regulation.
10. The vendor shall provide computer software or a secured internet-based result reporting and random pool maintenance module at no cost to the WV DOT for tracking, management and record maintenance of the WVDOT program. The software or internet-based result reporting utilized must contain all necessary components to permit the Medical Review Officer's report to be submitted and contained in the database. The vendor must provide the WVDOT with inquiry access to the software or internet-based result reporting from at least one personal computer to be provided by WVDOT and located in the offices of the WVDOT Human Resources Division.

The vendor will be required to demonstrate at no cost to the WV DOT all functions relative to program tracking, management and record maintenance in the WVDOT Human Resources Division. The WVDOT reserves the right to determine acceptability and to approve or reject software or internet-based result reporting. Software or internet-based result reporting deemed acceptable shall be added by addendum.

The State shall not accept any exclusive provisions or arrangements that prohibit competition among vendors.

The vendor shall be required to name the software or internet-based result reporting proposed for use under this contract in the bid. Failure to submit a bid using approved software or to name such software in the bid shall result in rejection of the bid.

11. The vendor shall ensure that strict rules of confidentiality are maintained at all times. All test results and material acquired shall become the property of the WVDOT and the State of West Virginia. Information shall not be released without prior express written consent of the WVDOT.
12. The vendor must identify their subcontractors and the portions of the program they intend to subcontract.

13. The vendor shall provide information and costs for any other services they provide relevant to drug and alcohol testing service, such as expert testimony (including MRO testimony), laboratory litigation packages, etc.
14. The vendor shall provide the respective Agencies with a written recapitulation of the testing program on a monthly basis.
15. The WVDOT will not pay the selected vendor for waiting time. A collection is complete only after every employee has met his/her testing obligations.
16. The WVDOT will not pay the selected vendor for initial set-up fee or for any renewal fees if the contract is renewed.
17. The bidder must carry commercial general liability insurance at a minimum of \$1,000,000. The successful bidder must provide the certificate of insurance at the time of award.
18. The vendor must provide information relating to its' experience and reliability in regard to drug and alcohol testing programs with other firms having at least 1500 covered employees. This would include the size and type of program (e.g., regulated versus non-regulated). Vendors must provide a listing of references and clients who may have knowledge of the vendor's ability, reliability and experience. A minimum of five (5) organizational references, including all contracts with at least 1500 covered employees, listing telephone numbers, length of contracts, number of tests conducted annually and a brief narrative of services provided, is required.
19. The WVDOT reserves the right to seek clarifications of vendor submissions. Nothing may be submitted after the bid opening date and time to alter the vendor's proposal.
20. With approval of the Purchasing Division, the WVDOT reserves the right to reject any and/or all bids and to select the bid that is low bid meeting all terms and conditions of this Request for Quotations. A vendor shall be disqualified if all requirements are not met at the time of evaluation.

Confidentiality

The vendor shall not use or disclose at any time during or after the termination of this contract any information discovered or developed in the course of the performance of this contract without the express written consent of the WVDOT. Any and all reports related to this contract shall be submitted to the Secretary of Transportation through the respective Agencies Program Coordinator.

Ownership of Materials Developed

Any materials and communications developed by the vendor in the course of performance of this contract shall be the property of the WVDOT, which shall be free to use such materials and communications as it sees fit.

Implementation

The vendor shall implement the requested program no later than ten (10) days following the award.

Exhibit I

TESTING LOCATIONS**District One -1334 Smith Street, Charleston, WV 25301 (304) 558-3001**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0127	Mason	Point Pleasant, WV	(304) 675-0853
0140	Putnam	Red House, WV	(304) 586-2381
0120	Kanawha	Elkview, WV	(304) 558-9155
		N. Charleston 2800 W. Washington St.	(304) 744-3050
		Chelyan, WV	(304) 558-3010
		St. Albans, WV	(304) 722-0600
0108	Clay	Clay, WV	(304) 587-4241
0103	Boone	Danville, WV	(304) 369-7808

District Two – 801 Madison Avenue, Huntington, WV 25712 (304) 528-5625

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0206	Cabell	Barboursville, WV	(304) 736-3111
0250	Wayne	Wayne, WV	(304) 272-5127
0222	Lincoln	West Hamlin, WV	(304) 824-3434
0223	Logan	Wilkinson, WV	(304) 792-7035
0230	Mingo	Williamson, WV	(304) 235-6003

District Three – 624 Depot Street, Parkersburg, WV 26101 (304) 420-4595

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0337	Pleasants	Belmont, WV	(304) 665-2466
0354	Wood	Parkersburg, WV	(304) 420-4700
0343	Ritchie	Harrisville, WV	(304) 869-3331
0353	Wirt	Elizabeth, WV	(304) 275-4211
0307	Calhoun	Millstone, WV	(304) 354-9227
0318	Jackson	Ripley, WV	(304) 372-7857
0344	Roane	Spencer, WV	(304) 927-0962

District Four – Meadowbrook Road, Clarksburg, WV 26302 (304) 842-1500

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0431	Monongalia	Morgantown, WV	(304) 285-3207
0439	Preston	Albright, WV	(304) 329-0192
0425	Marion	Fairmont, WV	(304) 367-2730
0417	Harrison	Clarksburg, WV	(304) 627-2140
0446	Taylor	Grafton, WV	(304) 265-6110
0409	Doddridge	West Union, WV	(304) 627-2412

District Five – US 50, Burlington, WV 26710 (304) 289-3521

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0533	Morgan	Berkeley Springs, WV	(304) 258-2578
0502	Berkeley	Martinsburg, WV	(304) 267-0060
0519	Jefferson	Kearneysville, WV	(304) 725-5821
0529	Mineral	New Creek, WV	(304) 788-1221
0514	Hampshire	Romney, WV	(304) 822-4167
0512	Grant	Petersburg, WV	(304) 257-4455
0516	Hardy	Moorefield, WV	(304) 434-2525

District Six – 1 DOT Drive, Moundsville, WV 26041 (304) 843-4000

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0615	Hancock	New Cumberland, WV	(304) 238-1200
0605	Brooke	Wellsburg, WV	(304) 238-1199
0635	Ohio	Triadelphia, WV	(304) 238-1202
0626	Marshall	Glen Dale, WV	(304) 843-4055
0652	Wetzel	New Martinsville, WV	(304) 843-4058
0648	Tyler	Sistersville, WV	(304) 843-4057

District Seven – 255 Depot Street, Weston, WV 26452 (304) 269-0414

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0701	Barbour	Philippi, WV	(304) 457-1597
0721	Lewis	Weston, WV	(304) 269-0470
0749	Upshur	Buckhannon, WV	(304) 473-4225
0711	Gilmer	Glenville, WV	(304) 462-7325
0704	Braxton	Gassaway, WV	(304) 364-5238
0751	Webster	Webster Springs, WV	(304) 847-2114

District Eight – US Route 219 North, Elkins, WV 26241 (304) 637-0220

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0847	Tucker	Parsons, WV	(304) 478-2304
0842	Randolph	Elkins, WV	(304) 637-0265
0836	Pendleton	Franklin, WV	(304) 358-2702
0838	Pocahontas	Marlinton, WV	(304) 799-4867

District Nine – 103 ½ Church Street, Lewisburg, WV 24901 (304) 647-7450

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0934	Nicholas	Summersville, WV	(304) 872-0811
0910	Fayette	Oak Hill, WV	(304) 256-6940
0913	Greenbrier	Lewisburg, WV	(304) 647-7465
0945	Summers	Hinton, WV	(304) 466-2802
0932	Monroe	Union, WV	(304) 772-3037

District Ten – 270 Hardwood Lane, Princeton, WV 24740 (304) 487-5228

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
1041	Raleigh	Beckley, WV	(304) 256-6746
1055	Wyoming	Pineville, WV	(304) 732-7563
1028	Mercer	Princeton, WV	(304) 425-2782
1024	McDowell	Welch (Havaco), WV	(304) 436-8411

ADDITIONAL LOCATIONS

**West Virginia State Rail Authority
120 Water Plant Drive
Moorefield, WV 26836
(304) 538-2305**

**West Virginia Parkways,
Economic Development and Tourism Authority
3310 Piedmont Road
Charleston, WV 25325
(304) 926-1900**

**WV Division of Highways Equipment Division
Buckhannon, WV 26201
(304) 472-1750**

**WV Division of Highways
Materials Control, Soils & Testing Division
190 Dry Branch Road
Charleston, WV 25306
(304) 558-3770**

BID COST

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, 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:

	<u>Usage</u>	<u>Unit Price</u>	<u>Amount</u>
1. Drug Screening	<u>1890</u>	_____	_____
After hours	<u>27</u>	_____	_____
2. Alcohol Testing	<u>735</u>	_____	_____
After hours	<u>13</u>	_____	_____
3. Expert Witness Testimony			
Collector Testimony	<u>10</u>	_____	_____
Deposition	<u>10</u>	_____	_____
Expert Witness Testimony	<u>10</u>	_____	_____
4. Laboratory Litigation Packages	<u>1</u>	_____	_____
5. Clinics (total cost only)	<u>100</u>	_____	_____
6. Blind Specimens	<u>54</u>	_____	_____
7. No-Show Charges	<u>20</u>	_____	_____
8. Emergency Service Rates	<u>12</u>	_____	_____
			Total \$ _____

Include the name of the software or internet-based result reporting: _____

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.

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: 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 the debt owed is an amount greater than one thousand dollars in the aggregate

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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "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.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: _____

Authorized Signature: _____ Date: _____