



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

State of West Virginia Master Agreement

Order Date: 05-31-2023

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0803 0083 DOT2100000042 3	Procurement Folder:	863002
Document Name:	Drug and Alcohol Testing Ser	Reason for Modification:	Change Order No. 2 - to renew contract for 2 months per the same terms, conditions and pricing.
Document Description:	8321C0061-Contract: for Drug and Alcohol Testing Service		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-07-31

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000207186	Requestor Name:	Kandy McKinney																				
HEALTH RESEARCH SYSTEMS INC 821 6TH AVE		Requestor Phone:	(304) 558-3111																				
HUNTINGTON WV 25701 US		Requestor Email:	kandy.mckinney@wv.gov																				
Vendor Contact Phone:	999-999-9999 Extension:	<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
Discount Details:																							
	<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
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INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS HUMAN RESOURCES DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A317 CHARLESTON WV 25305 US	DIVISION OF HIGHWAYS HUMAN RESOURCES DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A317 CHARLESTON WV 25305 US

6-1-23 SAT

Total Order Amount:	Open End
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Purchasing Division's File Copy

ENTERED

JE 5/31/23

PURCHASING DIVISION AUTHORIZATION
 SIGNED BY: *Tara [Signature]*
 DATE: 5/31/2023
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John L. Gray [Signature]*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Beverly Toler [Signature]
 DATE: 6-2-2023
 ELECTRONIC SIGNATURE ON FILE

6/2/2023

Extended Description:

CHANGE ORDER NO. 2 - TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS AND CONDITIONS, PRICES AND SPECIFICATION CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS

EFFECTIVE: 06/01/2023 through 07/31/2023

RENEWAL REMAINING: 1 year 10 months

ALL PROVISIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT CHANGE ORDER NOT MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	85121810				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: DRUG & ALCOHOL TESTING

Extended Description:

DRUG AND ALCOHOL TESTING 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



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

Gregory L. Bailey, P.E.
Interim
State Highway Engineer

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 559-3505
03/31/2023

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

Merilee Hutchinson, Operations Manager
Health Research System, Inc.
7 Stonecrest Drive, PO Box 524
Huntington, West Virginia 25701

Subject Contract Renewal: Drug & Alcohol Testing CMA DOT21*042
Procurement folder: 863002

Ms. Hutchinson

The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The renewal dates are 6/1/23 through ^{7/31/24} ~~5/31/24~~ (see email). If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to

gordon.r.cook@wv.gov

Please contact the email listed above if you have any questions.
Thank you,

Natasha B. White

Director, Human Resources Division

We agree to renew the contract for the period as state above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.

Merilee Hutchinson/Merilee Hutchinson 5/8/2023
Name/Signature Date

Operations Manager
Title

PROCUREMENT USE ONLY
Dusty Smiley TOIMGR1 5/11/23
Signature/Title/Date



Lyle, Tara L <tara.l.lyle@wv.gov>

Fwd: More time and information needed/ pricing request

1 message

James, Kristy E <kristy.e.james@wv.gov>
To: Tara L Lyle <Tara.L.Lyle@wv.gov>

Fri, May 26, 2023 at 1:43 PM

Tara,

The vendor is willing to renew for two months. We will work on getting you the additional documentation for the cost increase.

Will this email work for the short term renewal? If you need me to get something else please let me know.

Thanks.

----- Forwarded message -----

From: **Cook, Gordon R** <gordon.r.cook@wv.gov>

Date: Fri, May 26, 2023 at 12:32 PM

Subject: Fwd: More time and information needed/ pricing request

To: Kristy E James <kristy.e.james@wv.gov>, McKinney, Kandy <kandy.mckinney@wv.gov>, Natasha B White <natasha.b.white@wv.gov>, Carla P Rotsch <carla.p.rotsch@wv.gov>, Jill C Dunn <jill.c.dunn@wv.gov>, Rebecca D McDonald <rebecca.d.mcdonald@wv.gov>, Evan M Dewey <evan.m.dewey@wv.gov>

Kristy, See below. Thank you,

----- Forwarded message -----

From: **Michael Day** <mday@healthresearchsystems.com>

Date: Fri, May 26, 2023 at 12:27 PM

Subject: RE: More time and information needed/ pricing request

To: Cook, Gordon R <gordon.r.cook@wv.gov>, Merilee Hutchinson <mhutchinson@healthresearchsystems.com>

Gordan,

Merilee is out of town today, but I'm glad to go ahead and confirm our willingness to extend for 2 months in order to work all this out.

Thanks,

Michael Day
Health Research Systems
304.633.8541

Sent via the Samsung Galaxy Z Fold4, an AT&T 5G smartphone

----- Original message -----

From: "Cook, Gordon R" <gordon.r.cook@wv.gov>

Date: 5/26/23 11:08 AM (GMT-05:00)

To: Merilee Hutchinson <mhutchinson@healthresearchsystems.com>, mday@healthresearchsystems.com

Subject: More time and information needed/ pricing request

Good morning Merilee,

Please respond to this email indicating HRS, Inc. agrees to renew for a two month period while WVDOT and HRS works together to provide the additional information Purchasing needs to substantiate a cost increase.

Specifically, a flow through cost of X-drug-test and Y-drug-test at the start of the contract period, and the flow through cost the company faces now.

Your agreement is needed to set up this 2-month contract period, just an email response stating such will be enough. This will allow HRS to continue to provide services, and more needed time to process your request. Please contact me with any questions. Thank you,-



Gordon R. Cook

Highway HR Specialist Sr., DER- Drug & Alcohol Testing

West Virginia Department of Transportation

Division of Highways – Human Resources Division

Building 5, Room A-450

1900 Kanawha Boulevard, East | Charleston, WV 25305

Office: 304-414-6810 | Fax: 304-558-4307

<https://transportation.wv.gov>

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Kristy James
WV DOT
Procurement Officer
304/414-7104

Procurement Requests should be directed to: DOTProcurement@wv.gov