



SHEPHERD
UNIVERSITY

October 5, 2026

Shepherd University is soliciting bids to establish a snow removal contract. Contractor will provide 24 hour on-call service during the duration of the contract. The Contractor will be in contact with a Shepherd University representative to determine need of service.

Attached, please find the University's Request for Bid No. SUDL27-09. Please note that all responses are due no later than 3:00 PM local time on Tuesday, October 20, 2026 to:

Shepherd University Procurement Services
301 N King Street
L18A Ikenberry Hall
PO Box 5000
Shepherdstown WV 25443
Attn: Debra Langford

If you have any questions please email me at dlangfor@shepherd.edu.
Thank you for your interest in Shepherd University.

Debra Langford
Executive Director of Procurement

REQUEST FOR BIDS
FOR
SNOW REMOVAL SERVICES

Issued by:

Shepherd University
Procurement Services

October 2026

SECTION 1-INSTRUCTIONS TO BIDDERS

1.1 SCOPE OF WORK

Shepherd University is soliciting bids to establish a snow removal contract. Contractor will provide 24 hour on-call service during the duration of the contract. The Contractor will be in contact with a Shepherd University representative to determine need of service.

1.2 BID SUBMISSION

Sealed bids shall be enclosed in a sealed envelope and shall be identified as a "Request for Bids" including the RFB number SUDL27-09 and the RFB opening time (3:00) and date (October 20, 2026). The vendor, by making a bid, represents that: (a) the vendor has read and understands the RFB terms and conditions, and the bid is made in accordance therewith; and (b) the bid is based upon services specified.

The envelope shall be addressed to Shepherd University Procurement Services, L18A Ikenberry Hall, PO Box 5000, Shepherdstown, WV 25443 if sending regular mail. If sending express mail, please address to Shepherd University Procurement Services, L18A Ikenberry Hall, 308 N Princess Street, Shepherdstown, WV 25443. The bid must be submitted on or before Tuesday, October 20, 2026 at 3:00 PM, local time.

Bids received after the time and date for the bid opening will be returned unopened. The vendor shall assume full responsibility for timely delivery at the location designated for receipt of bids. Oral, telephonic, facsimile, or telegraphic bids are invalid and will not receive consideration.

The bid must be signed by such individual or individuals who have full authority from the vendor to enter into a binding contract on behalf of the vendor so that a contract may be established as a result of acceptance of the bid submitted. By reference, the terms and conditions set forth in the Request for Bid shall serve as the contract terms and conditions. No other terms and conditions will apply unless submitted as a part of the bid response and accepted by the University.

The bid price shall include everything for the vendor to provide and deliver the services requested by the University. All prices bid on the Bid Form shall include all services, equipment, and fuel to operate the equipment. In the event of a discrepancy between the unit price and the total price, the unit price will govern and the total price will be adjusted accordingly.

1.3 OFFER ACCEPTANCE PERIOD

Bid (offer) shall remain in effect for a minimum period of ninety (90) calendar days from the bid opening date unless otherwise indicated and is irrevocable.

1.4 BID COPIES

One original signed and completed Request for Bids, and one (1) copy shall be submitted to the University.

1.5 REQUEST FOR BID SCHEDULE

October 5, 2026:	Request for Bid is issued
October 5-15, 2026 Close of Business	Time Period to Submit Questions To dlangfor@shepherd.edu
October 20, 2026:	Bid Due at 3:00 PM
November 1, 2026:	Contract Effective

1.6 INQUIRIES

Communications with employees of Shepherd University concerning this request by the bidder or on behalf of the bidder, except as specified below would not be appropriate during the submission and selection processes. Failure to comply with this requirement may disqualify a bidder.

All questions and/or inquiries concerning this request shall be submitted in writing to:

Shepherd University Procurement Services
L18A Ikenberry Hall
PO Box 5000
Shepherdstown WV 25443
Debra Langford, Executive Director
Dlangfor@shepherd.edu

Inquiries submitted after the close of business on Thursday, October 15, 2026 may be disregarded by the University at its discretion due to proximity to the opening date. Bidders must consider the Department of Procurement Services as the first and prime point of contact on all matters related to the procedures associated with this RFB. If additional information is needed from any source,

the Department of Procurement Services will work with the vendor and the various offices of the University to gather that information.

Should any firm find discrepancies in or omissions from this RFB or be in doubt of the meaning, the firm should at once request in writing an interpretation from the University as described above. All necessary interpretations will be made available to all recipients of this RFB in the form of an addenda to the RFB and such addenda shall become part of this RFB. Failure of any recipient of this RFB to receive any such addendum or interpretation shall not relieve such recipient from any obligation under their proposal as submitted. The University will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS SHALL NOT BE BINDING ON Shepherd University.** Every interpretation made by the University will be made in the form of an addendum that, if issued, will be sent by the University to all interested parties by Shepherd University Procurement Services. All bid and addenda information will be posted on the Procurement Services website located at the following URL:

<https://www.shepherd.edu/procurement/current-bids>

The Department of Procurement Services can also be reached by:

Telephone: (304) 876-5216

Facsimile: (304) 876-5001

But no substantive information will be provided to Proposers verbally or on an individualized basis.

1.7 INTERPRETATION, CORRECTIONS, OR CHANGES IN RFB

Any interpretation, correction or change in the RFB will be made by formal addendum by the University. Interpretation, corrections, or changes to the RFB allegedly made in any other manner will not be binding, and no bidder may rely upon any such interpretation, correction or change.

1.8 MODIFICATION OR WITHDRAWAL OF BID

At any time prior to the specified time and date set for receipt of bids, a bid submitted may be modified or withdrawn by notice to the party receiving bids at the place designated for receipt of bids. Such notice shall be in writing over the signature of the bidder with authority as set forth under paragraph 1.2 above and shall be received prior to the designated time and date for receipt of bids. A modification shall be worded so as not to reveal the amount of the original bid.

1.9 ERASURES AND INTERLINEATIONS

Erasures, interlineations, or other changes in the bid must be initialed by the person(s) signing the bid.

1.10 REJECTION OF BIDS

The University expressly reserves the right to reject any or all bids, reissue a Request for Bids, and to waive informalities, or minor irregularities and discrepancies.

1.11 ACKNOWLEDGMENT OF AMENDMENTS OF RFB

Receipt of an addendum to this RFB must be acknowledged by a bidder on the Bidder Response Certificate (Attachment A).

1.12 VENDOR REGISTRATION

Prior to any award for purchases exceeding \$25,000 or for the award of an open-end contract, the apparent successful bidder must be properly registered with the West Virginia Department of Administration, Purchasing Division, and have paid the required \$125 vendor registration fee. This requirement will be made until such time that a proposer is notified of the intent to award the contract. The vendor registration cost is currently \$125.00.

1.13 NON-FUNDING

All service performed or goods delivered under this contract are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.

1.14 PAYMENTS FOR SERVICES

Payment may only be made after the delivery and acceptance of services. Interest or charges due to late payments are not permitted.

1.15 TAX EXEMPTION

The State of West Virginia, the Higher Education Policy Commission, and the Shepherd University Governing Board are exempt from federal and state taxes and will not pay or reimburse such taxes.

1.16 REJECTION OF BIDS

The University shall have the right to reject any and all bids, in whole or part; to reject a bid, which is in any way incomplete or irregular; or to reissue a Request for Bids.

1.17 BID PRICE

The prices submitted in the bid shall include everything necessary for the completion of the contract including, but not limited to, all services related to completing the services identified.

The University may reject an offer if it is materially unbalanced as to process for the basic requirements. An offer is unbalanced when it is based on prices significantly less than cost for some items and prices which are significantly overstated for other items.

1.18 AWARD OF CONTRACT

The award shall be made by the University to the responsible vendor whose bid will be most advantageous to the University with respect to price, conformance to the specifications, quality and other factors as evaluated by the University.

1.19 AMOUNT OF WORK

The amount of work that the University will provide to the contractor will be dictated upon the weather conditions, timing of weather conditions, events occurring on campus, and other factors that may not be known at the current time. The University will not be bound to ensure a specific number of hours or times that the University will utilize the contractor bidding on the solicitation.

1.20 GENERAL LIABILITY INSURANCE

After the vendor has been notified of contract award, the vendor will provide a Certificate of Liability Insurance naming Shepherd University as the Certificate Holder at the minimum limits established.

1.21 WORKERS TO BE ASSIGNED TO CAMPUS

Contractor will provide a listing of all contractor and subcontractor employees assigned to the services hereunder, including full name, address, telephone number, description of employment during two years preceding first assignment to Shepherd campus, and an express confirmation of a clean criminal records background check or approval by University following disclosure. The background check must be conducted by a corporate entity which professionally conducts such checks to a minimum of ten years history (unless this length is documented as not achievable) in all jurisdictions in which the employee has lived, or must be done by Shepherd University Human Resources Office at vendor's expense. No Contractor or subcontractor employee will be placed on University campus prior to completion of this requirement.

1.22 DAMAGE TO UNIVERSITY PROPERTY

Contractor is liable for repair or replacement of any property damaged by contractor employee.

1.23 PERFORMANCE OF WORK

All work will be performed in a manner that avoids interruption of employees, students, or other guests of the Shepherd University campus.

1.24 CONDUCT OF WORKERS

Contractor will enforce rules and regulations governing the Contractor's employees' behavior and interaction while on University property including but not limited to no alcoholic beverages, no tobacco products, and no harassment or other disruption of University employees or students.

1.26 SERVICE GUARANTEE

The Contractor warrants to the University that services performed under the contract will be of utmost quality. The Contractor further warrants that the Work will conform to the service requirements of the orders of the University and will be free from defects.

SECTION 2-INSTRUCTIONS FOR PREPARING BID

2.1 GENERAL

To aid in the evaluation process, it is required that all responses comply with the items and sequence as presented in paragraph 2.2, RFB Response Outline. Paragraph 2.2 outlines the minimum requirements and packaging for the preparation and presentation of a response. Failure to comply may result in rejection of the bid response.

2.2 RFB RESPONSE OUTLINE

- A. Response Sheet: The Bidder Response Certification, Attachment A, shall be attached to the front of the proposal and shall contain bidders certification of the submission. It shall be signed by an official who has full authority to enter into a contract.
- B. Purchasing Affidavit: The Purchasing Affidavit, Attachment B, acknowledges that neither the responding vendor nor any related party owes a debt to the State of West Virginia.
- C. Drug Free Workplace Conformance Affidavit: The Drug Free Workplace Conformance Affidavit, Attachment C, acknowledges that the responding vendor maintains a written plan for a drug-free workplace policy and is in compliance with West Virginia Code §21-1D.
- D. Price Submission: Section 3 will provide information regarding the Pricing requested for the snow removal services. Please complete this section with the pricing information and insert.
- E. Vendor Exceptions: Describe any exceptions to the terms and conditions contained within this document. Add comments about the project of concern to the vendor.

SECTION 3-BID FORM

3.1 SERVICES REQUESTED

Shepherd University is a public, open campus. Vendors are encouraged to walk or drive on the campus to fully familiarize themselves with the campus so that it is understood the size of the campus.

The campus map can be viewed at the following URL:

<https://www.shepherd.edu/app/uploads/2015/02/location-map-1718.pdf>

Shepherd University is soliciting bids to establish a snow removal contract. Contractor will provide 24 hour on-call service during the duration of the contract. The Contractor will be in contact with a Shepherd University representative to determine need of service.

Shepherd University will provide both bulk and bagged salt as needed. Notification will be provided by the Contractor to the University representative as to the current inventory and reorder. The awarded contractor will need to provide equipment required to load the bulk salt and/or bagged into equipment to perform the snow removal services.

All areas must be cleared prior to 8:00 a.m. and maintained as often as necessary to keep campus roadways and parking lots safe during and after the snowstorm.

The Contractor will make reasonable efforts to clear parking areas between and around parked vehicles.

Steps, walkways, and entrance areas will be the responsibility of the Contractor with all emergency exits to all buildings being cleared and free from ice.

All areas will be de-iced to ensure ice-free surfaces.

De-icing materials will be applied during weather events of less than 1" of snow accumulation, freezing rain or other weather-related occurrences, on an as-needed basis per the Contractor and Shepherd University discretion.

Contractor will provide all labor and equipment to fulfill the contract scope.

Please provide the total "all in" price per hour (unit price) for these services. The bid price shall include everything for the vendor to provide and deliver the services requested by the University. All prices on the Bid Form shall include all service fees, profit made by the

contractor, and overhead represented by the home office. The University will not pay for the transportation services for the Contractor employees to arrive at the job site.

The positions that are being solicited for snow removal services will include, but not be limited to the following listed below:

Truck Removal with Driver

_____ Hourly Rate

_____ Off (Overtime) Hours

Salt Spreader with Operator

_____ Hourly Rate

_____ Off (Overtime) Hours

Loader Removal with Operator

_____ Hourly Rate

_____ Off (Overtime) Hours

Backhoe with Operator

_____ Hourly Rate

_____ Off (Overtime) Hours

Snow Blower with Driver

_____ Hourly Rate

_____ Off (Overtime) Hours

Laborer with Shovel

_____ Hourly Rate

_____ Off (Overtime) Hours

Please include the company's regular business hours with an appropriate contact telephone number. Also include an emergency repair telephone number, where an individual can be contacted after regular business hours and in emergency situations to provide services.

Regular Business Hours:

Overtime Business Hours:

Regular Business Hours Contact Information:

Telephone Number:

Fax Number:

Emergency Contact Information:

Emergency Telephone Number:

SECTION 4-EVALUATION CRITERIA

To be considered responsive, the bidder must complete the Bid Form located in Section 3.

The University reserves the right to drop from consideration:

- Those items that not all bidders submitted a bid;
- Those items that were not bid as specified.

In addition, the University will consider:

- The ability, capacity, and skill of bidder to perform the contract or provide the services required;
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder.

The University reserves the right to make calculations to allow comparisons. Comparison may be made among the three different areas listed in Section 3 to evaluate the most cost advantageous Bid being offered to the University.

SECTION 5 - GENERAL CONTRACTUAL TERMS AND CONDITIONS

1. **ORDER OF PRECEDENCE:** This Section Two of this contract modifies and supersedes anything contained on Vendor's form(s) whether or not they are submitted before or after the signing of this Contract. IN THE EVENT OF ANY CONFLICT BETWEEN VENDOR'S FORM(S) AND THIS SECTION TWO, THIS SECTION TWO SHALL CONTROL unless a contract change order is executed by both parties which expressly references a modification of this Section Two.
2. **PAYMENT** - Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software licenses, subscriptions, or maintenance may be paid annually in advance.

Any language imposing any interest or charges due to late payment is deleted.
3. **FISCAL YEAR FUNDING** - Performance of this Contract is contingent upon funds being appropriated by the WV Legislature or otherwise being available for this Contract. In the event funds are not appropriated or otherwise available, the Contract becomes of no effect and is null and void after June 30 of the current fiscal year. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.
4. **RIGHT TO TERMINATE** - The State reserves the right to terminate this Contract upon thirty (30) days written notice to the Vendor. If this right is exercised, the State agrees to pay the Vendor only for all undisputed services rendered or goods received before the termination's effective date. All provisions are deleted that seek to require the State to (1) compensate Vendor, in whole or in part, for lost profit, (2) pay a termination fee, or (3) pay liquidated damages if the Contract is terminated early.

Any language seeking to accelerate payments in the event of Contract termination, default, or non-funding is hereby deleted.
5. **DISPUTES** - Any language binding the State to any arbitration or to the decision of any arbitration board, commission, panel or other entity is deleted; as is any requirement to waive a jury trial.

Any language requiring or permitting disputes under this Contract to be resolved in the courts of any state other than the State of West Virginia is deleted. All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

Any language requiring the State to agree to, or be subject to, any form of equitable relief not authorized by the Constitution or laws of State of West Virginia is deleted.
6. **FEES OR COSTS:** Any language obligating the State to pay costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is deleted.
7. **GOVERNING LAW** - Any language requiring the application of the law of any state other than the State of West Virginia in interpreting or enforcing the Contract is deleted. The Contract shall be governed by the laws of the State of West Virginia.
8. **RISK SHIFTING** - Any provision requiring the State to bear the costs of all or a majority of business/legal risks associated with this Contract, to indemnify the Vendor, or hold the Vendor or a third party harmless for any act or omission is hereby deleted.
9. **LIMITING LIABILITY** - Any language limiting the Vendor's liability for direct damages to person or property is deleted.
10. **TAXES** - Any provisions requiring the State to pay Federal, State or local taxes or file tax returns or reports on behalf of Vendor are deleted. The State will, upon request, provide a tax exempt certificate to confirm its tax exempt status.

11. **NO WAIVER** - Any provision requiring the State to waive any rights, claims or defenses is hereby deleted.
12. **STATUTE OF LIMITATIONS** - Any clauses limiting the time in which the State may bring suit against the Vendor or any other third party are deleted.
13. **ASSIGNMENT**-The Vendor agrees not to assign the Contract to any person or entity without the State's prior written consent, which will not be unreasonably delayed or denied. The State reserves the right to assign this Contract to another State agency, board or commission upon thirty (30) days written notice to the Vendor. These restrictions do not apply to the payments made by the State. Any assignment will not become effective and binding upon the State until the State is notified of the assignment, and the State and Vendor execute a change order to the Contract.
14. **RENEWAL** - Any language that seeks to automatically renew, modify, or extend the Contract beyond the initial term or automatically continue the Contract period from term to term is deleted. The Contract may be renewed or continued only upon mutual written agreement of the Parties.
15. **INSURANCE** - Any provision requiring the State to maintain any type of insurance for either its or the Vendor's benefit is deleted.
16. **RIGHT TO REPOSSESSION NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the State does recognize a right of repossession with notice.
17. **DELIVERY** -All deliveries under the Contract will be FOB destination unless the State expressly and knowingly agrees otherwise. Any contrary delivery terms are hereby deleted.
18. **CONFIDENTIALITY** - Any provisions regarding confidential treatment or non-disclosure of the terms and conditions of the Contract are hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act ("FOIA") (W. Va. Code §29B-a-1, et seq.) and public procurement laws. This Contract and other public records may be disclosed without notice to the vendor at the State's sole discretion.
- Any provisions regarding confidentiality or non-disclosure related to contract performance are only effective to the extent they are consistent with FOIA and incorporated into the Contract through a separately approved and signed non-disclosure agreement.
19. **THIRD-PARTY SOFTWARE**-If this Contract contemplates or requires the use of third-party software, the vendor represents that none of the mandatory click-through, unsigned, or web-linked terms and conditions presented or required before using such third-party software conflict with any term of this Addendum or that it has the authority to modify such third-party software's terms and conditions to be subordinate to this Addendum. The Vendor shall indemnify and defend the State against all claims resulting from an assertion that such third-party terms and conditions are not in accord with, or subordinate to, this Addendum.
20. **AMENDMENTS** - The parties agree that all amendments, modifications, alterations or changes to the Contract shall be by mutual agreement, in writing, and signed by both parties. Any language to the contrary is deleted.

Notwithstanding the foregoing, this Addendum can only be amended by (1) identifying the alterations to this form by using *Italics* to identify language being added and ~~struck through~~ for language being deleted (do not use track-changes) and (2) having the Office of the West Virginia Attorney General's authorized representative expressly agree to and knowingly approve those alterations.

TERM OF CONTRACT: This contract becomes effective on November 1, 2026 and extends for a period of one (1) year. The vendor may cancel this contract after the initial one (1) year term by giving the Executive Director of Procurement Services thirty (30) days written notice.

RENEWAL: This contract may be renewed upon mutual written consent, submitted to the Executive Director of Procurement thirty (30) day prior to the date of expiration. Such renewal shall be in accordance with the terms and conditions of the original contract and shall be limited to four (4) successive one-(1) year periods.

OPEN MARKET CLAUSE: The Director of Procurement Services may purchase in 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).

WORKERS' COMPENSATION REQUIREMENTS: The successful vendor shall also be in compliance with all rules and regulations of the State of West Virginia Workers' Compensation Fund and have all premiums paid and reports filed currently and provide such certificate upon notification of award.

PREFERRED TERMS: The prices on this contract are firm for the initial one (1) year term of the contract. If this contract is renewed at the end of the initial one (1) year period, Procurement Services may accept or reject a proposed price increase for the succeeding terms.

ATTACHMENT A
BID RESPONSE CERTIFICATION
SHEPHERD UNIVERSITY

DATE

The undersigned, as bidder, declares that he/she has read the Request for Bids and the following bid is submitted on the basis that the undersigned, the company and its employees or agents, shall meet, or agree to, all specifications contained therein. It is further acknowledged addenda numbers _____ to _____ have been received and were examined as part of the RFB document.

Name of Bidder

Signature of Bidder

Title

Firm Name

Street Address

City, State, Zip

Telephone

Facsimile Number

ATTACHMENT B

STATE OF WEST VIRGINIA Purchasing Division

PURCHASING AFFIDAVIT

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

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

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

DEFINITIONS:

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

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

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

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____

Purchasing Affidavit (Revised 01/16/2018)

ATTACHMENT C

WV-73
Approved / July 7, 2017



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

STATE OF WEST VIRGINIA,

COUNTY OF _____, TO-WIT:

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

1. I am an employee of _____; and,
(Company Name)
2. I do hereby attest that _____
(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: _____

Signature: _____

Title: _____

Company Name: _____

Date: _____

Taken, subscribed and sworn to before me this _____ day of _____, _____.

By Commission expires _____

(Seal)

(Notary Public)

Rev. July 7, 2017

ATTACHMENT D

PRICING SUBMISSION

INSERT SECTION 3 OF THIS DOCUMENT HERE

ATTACHMENT E
VENDOR EXCEPTIONS



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

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

1. I am an employee of _____; and,
(Company Name)
2. I do hereby attest that _____
(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: _____

Signature: _____

Title: _____

Company Name: _____

Date: _____

STATE OF WEST VIRGINIA,

COUNTY OF _____, TO-WIT:

Taken, subscribed and sworn to before me this _____ day of _____, _____.

By Commission expires _____

(Seal)

(Notary Public)