



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

State of West Virginia Purchase Order

Order Date: 11-02-2021

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:	CPO 0803 0958 DOT2200000016 1	Procurement Folder:	949001
Document Name:	Haworth Furniture - Reconfiguration 0922B031	Reason for Modification:	
Document Description:	Haworth Furniture - Reconfiguration 0922B031		
Procurement Type:	Central Sole Source		
Buyer Name:	John W Estep		
Telephone:	304-558-2566		
Email:	john.w.estep@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000200768 CAPITOL BUSINESS INTERIORS 711 INDIANA AVE CHARLESTON WV 25302 US Vendor Contact Phone: 304-343-7551 Extension: Discount Details: <table><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>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Michelle R Clendenin Requestor Phone: (304) 647-7826 Requestor Email: renee.m.clendenin@wv.gov 22 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS DISTRICT NINE 146 STONEHOUSE RD LEWISBURG WV 24970 US	DIVISION OF HIGHWAYS DISTRICT NINE 146 STONEHOUSE RD LEWISBURG WV 24901 US

11-16-21
BA

Purchasing Division's File Copy

Total Order Amount: \$48,094.04

ENTERED

JE 11/2/21

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara [Signature]</i> 11/6/2021 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Beverly Toler</i> 11/16/2021 ELECTRONIC SIGNATURE ON FILE
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11/16/2021

Extended Description:

The Vendor, Capitol Business Interiors, agrees to enter with the West Virginia Department of Transportation (WVDOT), the West Virginia Division of Highways (WVDOT), into a contract for the one-time purchase of Haworth Furniture, per the Specifications, Terms and Conditions, Bid Requirements, and the Vendor's bid dated 08/26/2021 incorporated herein by reference and made apart hereof.

PROPOSALS - #104300, 104301, 104302 AND 104303

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	56111500	1.00000	JOB	19500.600000	19500.60
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: HAWORTH FURNITURE - PROPOSAL 104300

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	56111500	1.00000	JOB	5618.890000	5618.89
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: HAWORTH FURNITURE - PROPOSAL 104301

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	56111500	1.00000	JOB	17960.830000	17960.83
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: HAWORTH FURNITURE - PROPOSAL 104302

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	56111500	1.00000	JOB	5013.720000	5013.72
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: HAWORTH FURNITURE - PROPOSAL 104303

Extended Description:

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☐ **Term Contract**

Initial Contract Term: This Contract becomes effective on _____ and the initial contract term extends until _____.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ year(s) thereafter.

☒ **One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Other:** See attached _____
Revised 07/01/2021

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☐ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. 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.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☒ **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

☐ **BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

☐ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

☐ **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

☐ **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

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The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancellation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: \$500,000.00 per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☐☐☐☐

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. [Reserved]

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☐ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: 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 maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. 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.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it 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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor 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 agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) 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; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. PURCHASING AFFIDAVIT: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☐ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES – This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

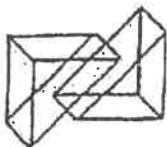
DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Kelli D. Bragg, Sales Mgr.
(Name, Title)
Kelli D. Bragg, Sales Mgr.
(Printed Name and Title)
711 Indiana Ave.
(Address)
304.343.7551 304-346.3350 (F)
(Phone Number) / (Fax Number)
K.Bragg@Champion-industries.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation 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 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 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.

Capital Business Interiors
(Company)
Kelli D. Bragg - Sales Mgr.
(Authorized Signature) (Representative Name, Title)
Kelli Bragg - Sales Mgr.
(Printed Name and Title of Authorized Representative)
9/30/21
(Date)
304.343.7551 304-346.3350 (F)
(Phone Number) (Fax Number)



**CAPITOL
BUSINESS
INTERIORS**

P R O P O S A L

DATE: 08/26/21

TERMS: NET 15 DAYS

**PROPOSAL FOR:
WV DEPT. OF HIGHWAYS**

**BILL TO:
WV DEPT. OF HIGHWAYS**

**1900 KANAWHA BLVD E
CHARLESTON WV 25305**

**1900 KANAWHA BLVD E
CHARLESTON WV 25305**

**PROPOSAL # 104300 PROJECT # 99-12
CLIENT: 105040**

SALESPERSON: KELLI D. BRAGG

CONTACT

PHONE (304) 558-9262 FAX# () -

**WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:
1ST FLOOR 3 WORKSTATIONS WITH DOORS**

#	QTY	PRODUCT # DESCRIPTION	UNIT	EXTENDED
1	2	E2AG-216-FHAWORTH, INC. Add-On Panel, Glazed, 24In.Wx 16In.H, Fabric Conn TAG #3: 2 EXISTING (4) Mfgr: HAW	279.72	559.44
2	9	E2AG-3016-F HAWORTH, INC. Add-On Panel, Glazed, 30In.W X 16In.H, Fabric Conn Mfgr: HAW	300.29	2,702.61

**711 INDIANA AVENUE
CHARLESTON, WV 25302
304-343-7551**

3	0	E2AG-316-FHAWORTH, INC. Add-On Panel, Glazed, 36In.W X 16In.H, Fabric Conn TAG #3: 1 EXISTING Mfgr: HAW	0.00	0.00
4	4	E2AG-4216-F HAWORTH, INC. Add-On Panel, Glazed, 42In.Wx 16In.H, Fabric Conn TAG #3: 2 EXISTING (6) Mfgr: HAW	341.42	1,365.68
5	3	E2DS-3678-BHL HAWORTH, INC. Single Mono Door W/Frame, Sq Top Cap, 36In.W X 78In.H, Lever, Left Hand Mfgr: HAW	903.29	2,709.87
6	0	E2MP-238-BHAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 24In.Wx40In. H, Base Trim TAG #3: 1 EXISTING Mfgr: HAW	0.00	0.00
7	2	E2MP-262-BHAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 24In.Wx64In. H, Base Trim TAG #3: 2 EXISTING (4) Mfgr: HAW	362.54	725.08
8	5	E2MP-3030-B HAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 30In.WxX 32In.H, Base Trim TAG #3: 1 EXISTING (6) Mfgr: HAW	310.02	1,550.10

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CHARLESTON, WV 25302
304-343-7551

9	9	E2MP-3062-B HAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 30In.WxX 64In.H, Base Trim Mfgr: HAW	388.75	3,498.75
10	0	E2MP-338-BHAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 36In.WxX 40In.H, Base Trim TAG #3: 1 EXISTING Mfgr: HAW	0.00	0.00
11	0	E2MP-362-BHAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 36In.WxX 64In.H, Base Trim TAG #3: 1 EXISTING Mfgr: HAW	0.00	0.00
12	0	E2MP-4230-B HAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 42In.Wx32In. H, Base Trim TAG #3: 1 EXISTING Mfgr: HAW	0.00	0.00
13	0	E2MP-4238-B HAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 42In.Wx40In. H, Base Trim TAG #3: 1 EXISTING Mfgr: HAW	0.00	0.00
14	6	E2MP-4262-B HAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 42In.Wx64In. H, Base Trim Mfgr: HAW	441.22	2,647.32

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CHARLESTON, WV 25302
304-343-7551

15 0	E2MP-530	HAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 60In.WxX 32In.H, Base Trim TAG #3: 1 EXISTING Mfgr: HAW	0.00	0.00
16 0	E2PC-30	HAWORTH, INC. 90Deg Finish Post, Painted, 32In.H, Full Hgt TAG #3: 1 EXISTING Mfgr: HAW	0.00	0.00
17 0	E2PC-38	HAWORTH, INC. 90Deg Finish Post, Painted, 40In.H, Full Hgt TAG #3: 1 EXISTING Mfgr: HAW	0.00	0.00
18 1	E2PC-78	HAWORTH, INC. 90Deg Finish Post, Painted, 80In.H, Full Hgt Mfgr: HAW	40.98	40.98
19 3	E2PS-30	HAWORTH, INC. UniGroup Too, 180 Deg Finish Post, Ptd, 32In H, Full Hgt Mfgr: HAW	20.31	60.93
20 3	E2PS-78	HAWORTH, INC. UniGroup Too, 180 Deg Finish Post, Ptd, 80In H, Full Hgt Mfgr: HAW	34.72	104.16
21 1	JCPT-0230-S1	HAWORTH - FREESTANDING X Series, Combo Unit, 27.5"H x 30"W, File (L), Box, Box (R), LatFile, Ptd Drw Frnt, Ptd Lock Rail, Ell Pull, FS, Glides TAG #3: 3 EXISTING (4)	721.35	721.35

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CHARLESTON, WV 25302
304-343-7551

Mfgr: HAF

22 1	JLPD-0236-S1		501.91	501.91
	HAWORTH - FREESTANDING X Series, 27.5"H x 36"W, Lateral File, File, Ptd Drawer Front, Proud, Ptd Lock Bar, Freestanding, Ell ipse Pull, Glides TAG #3: 2 EXISTING (3) Mfgr: HAF			
23 0	JPAH-30-S1HAWORTH, INC. X Series, Pedestal, Atta ched, B/B/F, 30"D, PtdD rwFrt, Stl Lkrl, Ellipse Pull TAG #3: 1 EXISTING Mfgr: HAW	0.00	0.00	
24 0	LUTS-0030-16UEP HAWORTH, INC. 30" Task Light for Overhead TAG #3: 1 EXISTING Mfgr: HAW	0.00	0.00	
25 0	LUTS-0042-16UEP HAWORTH, INC. 42" Task Light for Overhead TAG #3: 3 EXISTING Mfgr: HAW	0.00	0.00	
26 0	LUTS-0054-16UEP HAWORTH, INC. 54" Task Light for Overhead TAG #3: 2 EXISTING Mfgr: HAW	0.00	0.00	
27 1 118.14	LUTN-0044-19ULDN 118.14 Light, Task, LED, Adapt, 44", Stand Alone, 18 Watt, 9' Cord Mfgr: HCC	HAWORTE, INC.		

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CHARLESTON, WV 25302
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28 1	PPD-18	HAWORTH, INC. Pencil Drawer	32.86	32.86
		TAG #3: 3 EXISTING (4) Mfgr: HAW		
29 1	UEFS-1624-PML	HAWORTH, INC. PLACES, UniGroup, UniG roup Too, Upper Storage, 24"W, Painted Front, Panel Mount, Hinge, Locking Mfgr: HAW	194.45	194.45
30 0	UEFS-1636-PML	HAWORTH, INC. PLACES, UniGroup, UniG roup Too, Upper Storage, 36"W, Painted Front, Panel Mount, Hinge, Locking TAG #3: 1 EXISTING Mfgr: HAW	0.00	0.00
31 1	UEFS-1642-PML	HAWORTH, INC. PLACES, UniGroup, UniG roup Too, Upper Storage, 42"W, Painted Front, Panel Mount, Hinge, Locking TAG #3: 2 EXISTING (3) Mfgr: HAW	220.62	220.62
32 1	UEFS-1660-PML	HAWORTH, INC. PLACES, UniGroup, UniG roup Too, Upper Storage, 60"W, Painted Front, Panel Mount, Hinge, Locking TAG #3: 2 EXISTING (3) Mfgr: HAW	266.78	266.78

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304-343-7551

33 0	WUCF-3636-LTSAL45 HAWORTH, INC. 36" x 36" Corner Worksurface TAG #3: 1 EXISTING Mfgr: HAW	0.00	0.00
34 0	WURA-2442-LJSA HAWORTH, INC. Worksurface, Rect, 24Dx42W, Lam, Edg eband, Std Core, Notched TAG #3: 2 EXISTING Mfgr: HAW	0.00	0.00
35 1	WURA-2460-LJSA HAWORTH, INC. Worksurface, Rect, 24Dx60W, Lam, Edg eband, Std Core, Notched TAG #3: 3 EXISTING (4) Mfgr: HAW	136.66	136.66
36 3	WURA-2472-LJSA HAWORTH, INC. Worksurface, Rect, 24Dx72W, Lam, Edg eband, Std Core, Notched Mfgr: HAW	157.03	471.09
37 1	WURA-3024-LJSA HAWORTH, INC. Worksurface, Rect, 30Dx24W, Lam, Edg eband, Std Core, Notched Mfgr: HAW	82.68	82.68
38 3	WURA-3042-LJSA HAWORTH, INC. Worksurface, Rect, 30Dx42W, Lam, Edg eband, Std Core, Notched Mfgr: HAW	115.83	347.49

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CHARLESTON, WV 25302
304-343-7551

37 1 WURA-3024-LJSA
HAWORTH, INC. 82.68 82.68
Worksurface,
Rect, 30Dx24W, Lam, Edg
eband, Std
Core, Notched

,H-DE WHEAT GRAIN GRD B
,HP-AK CHALK GRD A

Mfgr: HAW

38 3 WURA-3042-LJSA
HAWORTH, INC. 115.83 347.49
Worksurface,
Rect, 30Dx42W, Lam, Edg
eband, Std
Core, Notched

,H-DE WHEAT GRAIN GRD B
,HP-AK CHALK GRD A

Mfgr: HAW

39 0 WUTS-12A2-LJSC
HAWORTH, INC. 0.00 0.00
Worksurface, Rect
Countertop, 12Dx102W,
Lam, Edgeband, Std
Core, No Cbl Mgt

,H-DE WHEAT GRAIN GRD B
,HP-AK CHALK GRD A

Mfgr: HAW

40 3 Z2BT-0000-PNE
HAWORTH, INC. 30.55 91.65
UniGroup Top,
Counter Top, Brkt,
Sq Pntd Top Cap

,TR-AK CHALK GRD A

Mfgr: HAW

SUBTOTAL.....: 19,150.60

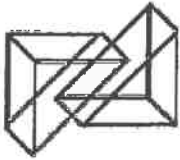
ACCEPTED BY: _____

TOTAL 19,150.60

SALESPERSON: Kelli D. Bragg

104300 Kristen Jones 9/30/21

711 INDIANA AVENUE
CHARLESTON, WV 25302
304-343-7551



**CAPITOL
BUSINESS
INTERIORS**

P R O P O S A L

DATE: 09/30/21

TERMS: NET 15 DAYS

PROPOSAL FOR:
WV DEPT. OF HIGHWAYS

BILL TO:
WV DEPT. OF HIGHWAYS

1900 KANAWHA BLVD E

1900 KANAWHA BLVD E

PROPOSAL # 104301 PROJECT # 99-12
CLIENT: 105040

SALESPERSON: KELLI D. BRAGG

CONTACT: KRISTY JAMES

PHONE (304) 558-9262 -

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

#	QTY	PRODUCT # DESCRIPTION	UNIT	EXTENDED
1	3	E2AG-316-FHAWORTH, INC. Add-On Panel, Glazed, 36In.W X 16In.H, Fabric Conn ,SK-1E FROSTED ACRYLIC GRD D ,TR-AK CHALK GRD A Mfgr: HAW	320.85	962.55
2	0	E2AG-416-FHAWORTH, INC. Add-On Panel, Glazed, 48In.Wx 16In.H, Fabric Conn ,SK-1E FROSTED ACRYLIC GRD D ,TR-AK CHALK GRD A Mfgr: HAW	0.00	0.00

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CHARLESTON, WV 25302
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3	0	E2AG-516-FHAWORTH, INC. Add-On Panel, Glazed, 60In.W X 16In.H, Fabric Conn ?? INCOMPLETE OPTIONS Mfgr: HAW	0.00	0.00
4	1	E2DS-3678-BHL HAWORTH, INC. Single Mono Door W/Frame, Sq Top Cap, 36In.W X 78In.H, Lever, Left Hand ,HC-AK CHALK GRD A ,TR-AK CHALK GRD A ,TR-AK CHALK GRD A Mfgr: HAW	903.29	903.29
5	0	E2MN-362-BHAWORTH, INC. Mono Panel, Sq Top Cap, No-Pwr, 36In.WxX 64In.H, Base Trim (PH) BIRDS NEST GRD C ,PH-CA CANARY GRD C (PH) BIRDS NEST GRD C ,PH-CA CANARY GRD C ,TR-AK CHALK GRD A ,TR-AK CHALK GRD A Mfgr: HAW	0.00	0.00
6	0	E2MN-562-BHAWORTH, INC. Mono Panel, Sq Top Cap, No-Pwr, 60In.WxX 64In.H, Base Trim ?? INCOMPLETE OPTIONS Mfgr: HAW	0.00	0.00
7	0	E2MP-462-BHAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 48In.Wx64In. H, Base Trim ?? INCOMPLETE OPTIONS Mfgr: HAW	0.00	0.00

8	0	E2MN-462-BHAWORTH, INC.	0.00	0.00
		Mono Panel,Sq Top		
		Cap,No-Pwr,48In.Wx64		
		In.H,Base Trim		
		(6X) CHEVRON GRD A		
		,6X-BD BIRDS GRD A		
		(6X) CHEVRON GRD A		
		,6X-BD BIRDS GRD A		
		,TR~~ UNDECIDED COLOR GRD A		
		,TR~~ UNDECIDED COLOR GRD A		
		Mfgr: HAW		
9	0	E2PC-78 HAWORTH, INC.	0.00	0.00
		90Deg Finish		
		Post,Painted,80In.H,		
		Full Hgt		
		,TR-AK CHALK GRD A		
		,TR-AK CHALK GRD A		
		,TR-AK CHALK GRD A		
		Mfgr: HAW		
10	2	E2PS-78 HAWORTH, INC.	34.72	69.44
		UniGroup Too,180 Deg		
		Finish Post,Ptd,80In		
		H,Full Hgt		
		,TR-AK CHALK GRD A		
		,TR-AK CHALK GRD A		
		,TR-AK CHALK GRD A		
		Mfgr: HAW		
11	0	E2MP-362-BHAWORTH, INC.	0.00	0.00
		Mono Panel,Sq Top		
		Cap,3		
		Cir,332,36In.WxX		
		64In.H,Base Trim		
		?? INCOMPLETE OPTIONS		
		Mfgr: HAW		
12	0	E2MP-462-BHAWORTH, INC.	0.00	0.00
		Mono Panel,Sq Top		
		Cap,3		
		Cir,332,48In.Wx64In.		
		H,Base Trim		
		?? INCOMPLETE OPTIONS		
		Mfgr: HAW		

13 1	JCPR-0230-S1A		
	HAWORTH -	715.94	715.94
	FREESTANDING		
	X Series, Combo		
	Unit, 27.5"H x		
	30"W, Box, Box (L), File		
	(R), LatFile, Ptd Drw		
	Frnt, Ptd Lock		
	Rail, Elipse		
	Pull, Att, Glides		
	,TR-AK CHALK GRD A		
	,TR-LE METALLIC SILVER GRD B		
	,LR-BP CHROME GRD A		
	Mfgr: HAF		
14 1	JLPD-0236-S1A		
	HAWORTH -	461.03	461.03
	FREESTANDING		
	X Series, 27.5"H x		
	36"W, Lateral		
	File, File, Ptd Drawer		
	Front, Proud, Ptd Lock		
	Bar, Attached, Elipse		
	Pull, Glides		
	,TR-AK CHALK GRD A		
	,TR-LE METALLIC SILVER GRD B		
	,LR-BP CHROME GRD A		
	Mfgr: HAF		
15 1	JPAQ-24-S1HAWORTH -	308.71	308.71
	FREESTANDING		
	X		
	Series, Pedestal, Atta		
	ched, P/P/B/F, 24"D, Pt		
	dDrwFrt, Stl		
	Lkrl, Ellipse Pull		
	,TR-AK CHALK GRD A		
	,TR-AK CHALK GRD A		
	,LR-BP CHROME GRD A		
	Mfgr: HAF		
16 2	LUTA-0017-1NULDN		
	HAWORTH, INC.	78.90	157.80
	Light, Task,		
	LED, Adapt, 17",		
	Add-On, 18" Daisy		
	Chain Cord		
	Mfgr: HCC		

17 1	LUTT-0031-11ULDN	HAWORTH, INC. Light, Task, LED, Adapt, 31", Starter, 65 Watt, 11' Cord	118.98	118.98
		Mfgr: HCC		
18 1	PRD-3-B	HAWORTH, INC. Duplex Receptacles (Box Of 6), 3 Cir, 332, No ctrl	46.83	46.83
	, TR-AK	CHALK GRD A		
		Mfgr: HAW		
19 2	RKP-3-B	HAWORTH, INC. Raceway, Retrofit Kit Power 36In., 3 Cir, 332	100.09	200.18
	, TR-AK	CHALK GRD A		
		Mfgr: HAW		
20 1	RKP-5-B	HAWORTH, INC. Raceway, Retrofit Kit Power 60In., 3 Cir, 332	102.94	102.94
	, TR-AK	CHALK GRD A		
		Mfgr: HAW		
21 2	UEFS-1636-PML	HAWORTH, INC. PLACES, UniGroup, UniG roup Too, Upper Storage, 36"W, Painted Front, Panel Mount, Hinge, Locking	211.89	423.78
	, TR-AK	CHALK GRD A		
	, TR-AK	CHALK GRD A		
	, LR-BP	CHROME GRD A		
		Mfgr: HAW		

22 1	UEFS-1648-PML		
	HAWORTH, INC.	229.34	229.34
	PLACES, UniGroup, UniG		
	roup Too, Upper		
	Storage, 48"W, Painted		
	Front, Panel		
	Mount, Hinge, Locking		
	, TR-AK		
	CHALK GRD A		
	, TR-AK		
	CHALK GRD A		
	, LR-BP		
	CHROME GRD A		
	Mfgr: HAW		
23 1	WUCP-3672-LJSAL44		
	HAWORTH, INC.	323.17	323.17
	Worksurface, Corner		
	90 Deg		
	Extd, 36Dx72W, Lam, Edg		
	eband, Std		
	Core, Notched, Left, 24		
	, 24		
	, H-DE		
	WHEAT GRAIN GRD B		
	, HP-AK		
	CHALK GRD A		
	Mfgr: HAW		
24 2	WURA-2448-LJSA		
	HAWORTH, INC.	116.29	232.58
	Worksurface,		
	Rect, 24Dx48W, Lam, Edg		
	eband, Std		
	Core, Notched		
	, H-DE		
	WHEAT GRAIN GRD B		
	, HP-AK		
	CHALK GRD A		
	Mfgr: HAW		
25 1	WURA-2460-LJSA		
	HAWORTH, INC.	136.66	136.66
	Worksurface,		
	Rect, 24Dx60W, Lam, Edg		
	eband, Std		
	Core, Notched		
	, H-DE		
	WHEAT GRAIN GRD B		
	, HP-AK		
	CHALK GRD A		
	Mfgr: HAW		

26 4

ZEED-1600-PP

HAWORTH, INC.
Unigroup/Too/Places,
Cntlvr
Brkt, Standard, 16.5In
.D, BH

29.71

118.84

Mfgr: HAW

27 1

ZEFS-3000-INEJ

HAWORTH, INC.
Worksurface Support
Panel, Unigroup/Too/P
laces, 30In.D, Lam, 3mm
Edgeband Top

106.83

106.83

, H-DE
, HP-AK

WHEAT GRAIN GRD B
CHALK GRD A

Mfgr: HAW

SUBTOTAL....: 5,618.89

ACCEPTED BY: _____

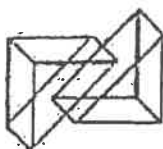
TOTAL

5,618.89

SALESPERSON: Kelly D Briggs

#104301

Kristy Jane
9/30/21



**CAPITOL
BUSINESS
INTERIORS**

P R O P O S A L

DATE: 08/26/21

TERMS: NET 15 DAYS

**PROPOSAL FOR:
WV DEPT. OF HIGHWAYS**

**BILL TO:
WV DEPT. OF HIGHWAYS**

**146 STONEHOUSE RD
LEWISBURG, WV 24901**

**146 STONEHOUSE RD
LEWISBURG, WV 24901**

**PROPOSAL # 104302 PROJECT # 99-12
CLIENT: 105040**

SALESPERSON: KELLI D. BRAGG

CONTACT: CARL BEARD

PHONE (304) 647-7450

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

3rd Floor New Office

#	QTY	PRODUCT #	DESCRIPTION	UNIT	EXTENDED
1	2	E2FS-78	HAWORTH, INC. UniGroup Too, 180 Deg Finish Post, Ptd, 80In H, Full Hgt TAG #3: NEW Mfgr: HAW	34.72	69.44
2	4	LOTA-0017-1NULDN	HAWORTH, INC. Light, Task, LED, Adapt, 17", Add-On, 18" Daisy Chain Cord TAG #3: NEW Mfgr: HCC	78.90	315.60

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3	2	LUTT-0017-11ULDN HAWORTH, INC. Light, Task, LED, Adapt, 17", Starter, 65 Watt, 11' Cord TAG #3: NEW Mfgr: HCC	106.30	212.60
4	2	UEKS-1636-PML HAWORTH, INC. PLACES, UniGroup, UniG roup Too, Upper Storage, 36"W, Painted Front, Panel Mount, Hinge, Swing, Lo cking TAG #3: NEW Mfgr: HAW	211.89	423.78
5	2	UEKS-1630-PML HAWORTH, INC. PLACES, UniGroup, UniG roup Too, Upper Storage, 30"W, Painted Front, Panel Mount, Hinge, Swing, Lo cking TAG #3: NEW Mfgr: HAW	203.17	406.34
6	2	UEHS-1636-PML HAWORTH, INC. PLACES, UniGroup, UniG roup Too, Upper Storage, 36"W, Painted Front, Panel Mount, Sliding, Lockin g TAG #3: NEW Mfgr: HAW	211.89	423.78
7	2	JLPD-0230-S1A HAWORTH - FREESTANDING X Series, 27.5"H x 30"W, Lateral File, File, Ptd Drawer Front, Proud, Ptd Lock Bar, Attached, Elipes Pull, Glides TAG #3: NEW Mfgr: HAF	397.98	795.96

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8	2	JLPD-0236-S1A		
		HAWORTH -	461.03	922.06
		FREESTANDING		
		X Series, 27.5"H x		
		36"W, Lateral		
		File, File, Ptd Drawer		
		Front, Proud, Ptd Lock		
		Bar, Attached, Elipse		
		Pull, Glides		
		TAG #3: NEW		
		Mfgr: HAF		
9	2	JPAQ-24-S1 HAWORTH -	367.17	734.34
		FREESTANDING		
		X		
		Series, Pedestal, Atta		
		ched, P/P/B/F, 24"D, Pt		
		dDrwFrt, Stl		
		Lkrl, Elipse Pull		
		TAG #3: NEW		
		Mfgr: HAF		
10	1	WURA-2472-LJSA		
		HAWORTH, INC.	157.03	157.03
		Worksurface,		
		Rect, 24Dx72W, Lam, Edg		
		eband, Std		
		Core, Notched		
		TAG #3: NEW		
		Mfgr: HAW		
11	2	WURA-2460-LJSA		
		HAWORTH, INC.	136.66	273.32
		Worksurface,		
		Rect, 24Dx60W, Lam, Edg		
		eband, Std		
		Core, Notched		
		TAG #3: NEW		
		Mfgr: HAW		
12	2	WURA-2466-LJSA		
		HAWORTH, INC.	146.85	293.70
		Worksurface,		
		Rect, 24Dx66W, Lam, Edg		
		eband, Std		
		Core, Notched		
		TAG #3: NEW		
		Mfgr: HAW		

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13	2	WUCP-3660-LJSAR44 HAWORTH, INC. Worksurface, Corner 90 Deg Extd, 36Dx60W, Lam, Edg eband, Std Core, Notched, Right, 2 4, 24 TAG #3: NEW Mfgr: HAW	277.82	555.64
14	1	WURA-2478-LJSA HAWORTH, INC. Worksurface, Rect, 24Dx78W, Lam, Edg eband, Std Core, Notched TAG #3: NEW Mfgr: HAW	167.22	167.22
15	3	E2MP-3078-B HAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 30In. WxX 80In. H, Base Trim TAG #3: NEW Mfgr: HAW	428.14	1,284.42
16	8	E2MP-378-BHAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 36In. WxX 80In. H, Base Trim TAG #3: 1 INSTOCK (9) Mfgr: HAW	460.77	3,686.16
17	1	E2MP-278-BHAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 24In. Wx80In. H, Base Trim TAG #3: 1 INSTOCK (2) Mfgr: HAW	395.51	395.51
18	3	E2MN-378-BHAWORTH, INC. Mono Panel, Sq Top Cap, No-Pwr, 36In. WxX 80In. H, Base Trim TAG #3: 1 INSTOCK (4) Mfgr: HAW	376.17	1,128.51

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19 0	E2MP-578-BHAWORTH, INC.	591.32	0.00
	Mono Panel, Sq Top		
	Cap, 3		
	Cir, 332, 60In.WxX		
	80In.H, Base Trim		
	TAG #3: 2 INSTOCK		
	Mfgr: HAW		
20 0	E2MN-578-BHAWORTH, INC.	166.25	0.00
	Mono Panel, Sq Top		
	Cap, No-Pwr, 60In.WxX		
	80In.H, Base Trim		
	TAG #3: 1 INSTOCK		
	Mfgr: HAW		
21 1	E2DS-3678-BHL	913.38	913.38
	HAWORTH, INC.		
	Single Mono Door		
	W/Frame, Sq Top		
	Cap, 36In.W X		
	78In.H, Lever, Left		
	Hand		
	TAG #3: 1 INSTOCK		
	Mfgr: HAW		
22 1	E2MN-3078-B	343.54	343.54
	HAWORTH, INC.		
	Mono Panel, Sq Top		
	Cap, No-Pwr, 30In.WxX		
	80In.H, Base Trim		
	TAG #3: NEW		
	Mfgr: HAW		
23 2	WMK-78	55.72	111.44
	HAWORTH, INC.		
	Wall Mount Kit 80In.		
	TAG #3: NEW		
	Mfgr: HAW		
24 0	E2PC-78	0.00	0.00
	HAWORTH, INC.		
	90Deg Finish		
	Post, Fabric, 80In.H, F		
	ull Hgt		
	TAG #3: 3 INSTOCK		
	Mfgr: HAW		

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28 2	PRD-3-B	Duplex Receptacles (Box Of 6), 3 Cir, 332, No ctrl	46.83	93.66
	, TR-AK	CHALK GRD A		
		List Price: 196.37 Mfgr: HAW		
29 96	HOURS	LABOR TO TEAR DOWN RECONFIGURE WORKSTATIONS ON 3 FLOORS 4 MEN 3 DAYS PLUST TRAVEL	35.00	3,360.00

SUBTOTAL.....: 17,960.83

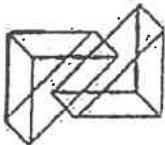
ACCEPTED BY: _____

TOTAL 17,960.83

SALESPERSON: Kelli D. Pongy

#104302

Gusty Jones
6/30/21



**CAPITOL
BUSINESS
INTERIORS**

PROPOSAL

DATE: 08/26/21

TERMS: NET 15 DAYS

PROPOSAL FOR:
WV DEPT. OF HIGHWAYS

BILL TO:
WV DEPT. OF HIGHWAYS

146 STONEHOUSE RD.
LEWISBURG, WV 24901

146 STONEHOUSE RD.
LEWISBURG, WV 24901

PROPOSAL # 104303 PROJECT # 99-12
CLIENT: 105040

SALESPERSON: KELLI D. BRAGG

CONTACT: CARL BEARD

PHONE (304) 647-7859

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:
2ND FLOOR WORKSTATION WITH DOOR

#	QTY	PRODUCT # DESCRIPTION	UNIT	EXTENDED
1	0	E2AG-216-FHAWORTH, INC. Add-On Panel, Glazed, 24In. Wx 16In. H, Fabric Conn TAG #3: 2 INSTOCK Mfgr: HAW	218.11	0.00
2	0	E2AG-316-FHAWORTH, INC. Add-On Panel, Glazed, 36In. W X 16In. H, Fabric Conn TAG #3: 1 INSTOCK Mfgr: HAW	218.11	0.00
3	0	E2AG-416-FHAWORTH, INC. Add-On Panel, Glazed, 48In. Wx 16In. H, Fabric Conn TAG #3: 1 INSTOCK Mfgr: HAW	218.11	0.00

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4	1	E2AG-4216-F HAWORTH, INC. Add-On Panel, Glazed, 42In.Wx 16In.H, Fabric Conn TAG #3: NEW Mfgr: HAW	341.42	341.42
5	1	E2DS-4278-BHL HAWORTH, INC. Single Mono Door W/Frame, Sq Top Cap, 42In.Wx78In.H, Le ver, Left Hand TAG #3: NEW Mfgr: HAW	962.15	962.15
6	2	E2MN-278-BHAWORTH, INC. Mono Panel, Sq Top Cap, No-Pwr, 24In.Wx80 In.H, Base Trim TAG #3: NEW Mfgr: HAW	310.91	621.82
7	1	E2MN-378-BHAWORTH, INC. Mono Panel, Sq Top Cap, No-Pwr, 36In.WxX 80In.H, Base Trim TAG #3: NEW Mfgr: HAW	376.17	376.17
8	0	E2MP-262-BHAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 24In.Wx64In. H, Base Trim TAG #3: 2 INSTOCK Mfgr: HAW	250.85	0.00
9	0	E2MP-362-BHAWORTH, INC. Mono Panel, Sq Top Cap, 3 Cir, 332, 36In.WxX 64In.H, Base Trim TAG #3: 1 INSTOCK Mfgr: HAW	250.85	0.00

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10 0	E2MP-378-BHAWORTH, INC.	250.85	0.00
	Mono Panel, Sq Top		
	Cap, 3		
	Cir, 332, 36In. WxX		
	80In. H, Base Trim		
	TAG #3: 1 INSTOCK		
	Mfgr: HAW		
11 1	E2MP-4262-B	441.22	441.22
	HAWORTH, INC.		
	Mono Panel, Sq Top		
	Cap, 3		
	Cir, 332, 42In. Wx64In.		
	H, Base Trim		
	TAG #3: NEW		
	Mfgr: HAW		
12 0	E2MP-462-BHAWORTH, INC.	250.85	0.00
	Mono Panel, Sq Top		
	Cap, 3		
	Cir, 332, 48In. Wx64In.		
	H, Base Trim		
	TAG #3: 1 INSTOCK		
	Mfgr: HAW		
13 0	E2MP-478-BHAWORTH, INC.	250.85	0.00
	Mono Panel, Sq Top		
	Cap, 3		
	Cir, 332, 48In. Wx80In.		
	H, Base Trim		
	TAG #3: 1 INSTOCK		
	Mfgr: HAW		
14 0	E2PC-78	40.98	0.00
	HAWORTH, INC.		
	90Deg Finish		
	Post, Painted, 80In. H,		
	Full Hgt		
	TAG #3: 1 INSTOCK		
	Mfgr: HAW		
15 1	E2PS-78	34.72	34.72
	HAWORTH, INC.		
	UniGroup Too, 180 Deg		
	Finish. Post, Ptd, 80In		
	H, Full Hgt		
	TAG #3: 1 INSTOCK		
	Mfgr: HAW		

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16 1	JCPT-0230-S1	HAWORTH - FREESTANDING X Series, Combo Unit, 27.5"H x 30"W, File (L), Box, Box (R), LatFile, Ptd Drw Frnt, Ptd Lock Rail, Ell Pull, FS, Glides TAG #3: NEW Mfgr: HAF	721.35	721.35
17 1	JPAH-24-S1	HAWORTH - FREESTANDING X Series, Pedestal, Atta ched, B/B/F, 24"D, PtdD rwFrt, Stl Lkrl, Ellipse Pull TAG #3: NEW Mfgr: HAW	170.61	170.61
18 2	LUTN-0031-19	ULDN HAWORTH, INC. Light, Task, LED, Adapt, 31", Stand Alone, 18 Watt, 9' Cord TAG #3: NEW Mfgr: HCC	106.37	212.74
19 1	PPD-18	HAWORTH, INC. Pencil Drawer TAG #3: NEW Mfgr: HAW	32.86	32.86
20 1	UEFS-1642-PML	HAWORTH, INC. PLACES, UniGroup, UniG roup Too, Upper Storage, 42"W, Painted Front, Panel Mount, Hinge, Locking TAG #3: NEW Mfgr: HAW	220.62	220.62

21 1	UEFS-1648-PML	HAWORTH, INC. PLACES, UniGroup, UniG roup Too, Upper Storage, 48"W, Painted Front, Panel Mount, Hinge, Locking TAG #3: NEW Mfgr: HAW	229.34	229.34
22 1	WURA-2436-LJSA	HAWORTH, INC. Worksurface, Rect, 24Dx36W, Lam, Edg eband, Std Core, Notched TAG #3: NEW Mfgr: HAW	86.20	86.20
23 1	WURA-2442-LJSA	HAWORTH, INC. Worksurface, Rect, 24Dx42W, Lam, Edg eband, Std Core, Notched TAG #3: NEW Mfgr: HAW	96.40	96.40
24 1	WURA-2448-LJSA	HAWORTH, INC. Worksurface, Rect, 24Dx48W, Lam, Edg eband, Std Core, Notched TAG #3: NEW Mfgr: HAW	116.29	116.29
25 1	WURA-2484-LJSA	HAWORTH, INC. Worksurface, Rect, 24Dx84W, Lam, Edg eband, Std Core, Notched TAG #3: NEW Mfgr: HAW	166.86	166.86
26 1	PRD-3-B	HAWORTH, INC. Duplex Receptacles (Box Of 6), 3 Cir, 332, No ctrl Mfgr: HAW	46.83	46.83

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25 1	WURA-2484-LJSA	HAWORTH, INC. Worksurface, Rect, 24Dx84W, Lam, Edg eband, Std Core, Notched	166.86	166.86
	, H-DE , HP-AK	WHEAT GRAIN GRD B CHALK GRD A		
		Mfgr: HAW		
26 1	PRD-3-B	HAWORTH, INC. Duplex Receptacles (Box Of 6), 3 Cir, 332, No ctrl	46.83	46.83
	, TR-AK	CHALK GRD A		
		Mfgr: HAW		
27 4	ZEED-1600-PP	HAWORTH, INC. Unigroup/Too/Flaces, Cntlvr Brkt, Standard, 16.5In D, BH	29.71	118.84
		Mfgr: HAW		
28 1	WUAR-5400-PH	HAWORTH, INC. Worksurface Reinforcement Channel 54In Width	17.28	17.28
		Mfgr: HAW		

SUBTOTAL..... 5,013.72

ACCEPTED BY: _____

TOTAL

5,013.72

SALESPERSON: _____

#104303 *Justin Jones*
9/30/21

711 INDIANA AVENUE
CHARLESTON, WV 25302
304-343-7551



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Centurion Insurance Services 201 Pennsylvania Ave. N 3rd Floor Charleston WV 25302	CONTACT NAME: Diane Clyburn PHONE (A/C, No, Ext): (304) 877-8984 E-MAIL ADDRESS: diane.clyburn@centinssvc.com FAX (A/C, No):
INSURED Capitol Business Interiors 711 Indiana Avenue Charleston WV 25302	INSURER(S) AFFORDING COVERAGE INSURER A: Federal Insurance Co. NAIC # 20281 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** CL21102901984**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	3605-33-81	11/01/2021	11/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	73611846	11/01/2021	11/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		7819-07-81	11/01/2021	11/02/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
See Attached Coverage Forms

CERTIFICATE HOLDER**CANCELLATION**

State of West Virginia
Purchasing Division, Bldg 15
2019 Complex Washington St. E
Charleston WV 25305

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE