



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

State of West Virginia
 Centralized Expression of Interest
 02 - Architect/Engr

Proc Folder: 214527

Doc Description: Pipestem SP-A/E services for Cabin Area Wastewater Plan

Proc Type: Central Contract - Fixed Amt


Date Issued	Solicitation Closes	Solicitation No	Version
2016-05-09	2016-06-16 13:30:00	CEOI 0310 DNR1600000022	1

BID RECEIVING LOCATION
 BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

Vendor Name, Address and Telephone Number:
 BLUE MOUNTAIN, INCORPORATED
 11023 MASON-DIXON HIGHWAY
 DURTON, WV 26562
 304.662.6486

06/13/16 10:21:03
 WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER
 Guy Nisbet
 (304) 558-2596
 guy.i.nisbet@wv.gov

Signature X  FEIN # 550704426 DATE 6/9/16

All offers subject to all terms and conditions contained in this solicitation

**CENTRALIZED EXPRESSION OF INTEREST FOR:
PIPESTEM RESORT STATE PARK CABIN AREA
WASTEWATER TREATMENT PLANT REPLACEMENT**
Solicitation Number: CEOI 0310 DNR160000022

Pipestem Resort State Park
3405 Pipestem Drive • Pipestem • West Virginia • 25979-0150



JUNE 2016



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Blue Mountain Inc.
11023 Mason Dixon Highway
Burton, WV 26562
Ph: (304) 662-6486
Fax: (304) 662-6501

June 9, 2016

Mr. Guy Nisbet
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
(304) 558-2596
Guy.L.Nisbet@wv.gov

Subject: Centralized Expression of Interest for the Pipestem Resort State Park Cabin Area Wastewater Treatment Plant Replacement
Tyler County, West Virginia
Blue Mountain, Inc.

Blue Mountain, Inc. (BMI) is pleased to provide for your consideration our centralized expression of interest for the Pipestem Resort State Park Cabin Area Wastewater Treatment Plant Replacement in Tyler County, West Virginia.

Preparation of this centralized expression of interest was based on the following:

- The Centralized Expression of Interest (CEOI) 0310 DNR1600000022 listed on West Virginia Oasis Self Vender System.

This proposal includes multiple facets of the information gathering, permitting, and planning processes to provide the Pipestem Resort State Park Cabin Area Wastewater Treatment Plant Replacement.

Blue Mountain, Inc.'s DUNs number is 805979713 and our FEIN is 55-0704426.

Blue Mountain, Inc. (BMI) understands that all plans and drawings need to be completed and available no later than five days prior to any scheduled pre-bid meeting for the construction, and other associated work portions of this project. BMI will provide a list of all vendors that have been offered or have obtained drawings and/or specifications for the project. These will be provided as an addendum to the Department of Natural Resources office managing this project with enough time to spare for the fourteen day timeframe prior to the construction bid opening date. BMI staff will be available for attendance to any pre-bid meeting for the construction and other associated potential work resulting from the creation of drawings and specifications in relation to this project.



Blue Mountain Inc.
11023 Mason Dixon Highway
Burton, WV 26562
Ph: (304) 662-6486
Fax: (304) 662-6501

Blue Mountain, Inc. is working with Ashco-A-Corporation (Ashco), located at 1946 Grafton Road, Morgantown, WV 26508. Ashco has a rich history of sanitation design, and will be a great asset in designing the best alternative for the State of West Virginia.

Blue Mountain, Inc. appreciates this opportunity to present our Expression of Interest for the Pipestem Resort State Park Cabin Area Wastewater Treatment Plant Replacement. Our expertise, planning, and efficient turnaround time will be an asset for this project and any future endeavors. Please feel free to contact the undersigned for any questions regarding this proposal, our company, or any other information.


Respectfully,

Blue Mountain, Inc.

A handwritten signature in cursive script that reads "Wanda Six". The signature is fluid and elegant, with a large initial 'W'.

Wanda Six
President/Owner
\\Enclosures

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.

 - VP. BD
(Name, Title)
Joshua N. Diaz, P.E., Vice President - Business Development
(Printed Name and Title)
11023 Mason-Dixon Highway, Burton, WV 26562
(Address)
304.662.6486/304.662.6501
(Phone Number) / (Fax Number)
bmi@bluemtninc.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.

Blue Mountain, Incorporated
(Company)

 VP-BD
(Authorized Signature) (Representative Name, Title)

Joshua N. Diaz, P.E., Vice President - Business Development
(Printed Name and Title of Authorized Representative)

06/09/2016
(Date)

304.662.6486/304.662.6501
(Phone Number) (Fax Number)

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

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

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

DEFINITIONS:

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

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

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

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

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Blue Mountain, Incorporated
Authorized Signature: _____ Date: 06/09/2016

State of West Virginia

County of Monongalia, to-wit:

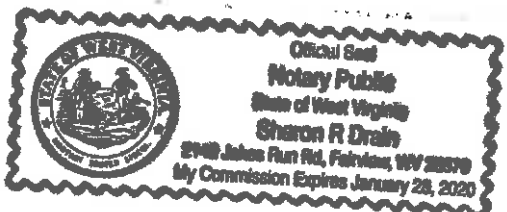
Taken, subscribed, and sworn to before me this 9 day of June, 2016.

My Commission expires January 28, 2020.

AFFIX SEAL HERE

NOTARY PUBLIC Sharon R Drain

Purchasing Affidavit (Revised 06/01/2015)





EXPRESSION OF INTEREST

Section 1: Understanding of Requirements

The West Virginia, Division of Natural Resources (WVDNR) owns and operates Pipestem State Park. The DNR is requesting expressions of interest related to the evaluation, design, and replacement of the 10,000 gallon per day, extended aeration wastewater treatment plant which has served 25 cabins for the past 40 years. Blue Mountain, Inc. (BMI) and Ashco-A-Corporation (Ashco) will work together as a team to consider alternative technologies and changes in the contributing waste sources to obtain a treatment system that is both effective and economical.

Section 2: Qualifications and Experience

Tasks related to the above mentioned project will be performed by BMI and Ashco as a team. Regular meetings, teleconferences, and status reporting will enable the two companies to work together seamlessly and provide the most efficient and productive options to the owner. Both BMI and Ashco have rich histories of completing a myriad of projects on time and within budget requirements for the past several decades.

Section 2.1: Key Personnel and Similar Project Examples

Founded in April 1972, Ashco has completed designs and managed the construction of over 300 wastewater treatment facilities in WV. The key contact at Ashco, Mr. Edward Cogar, has led the company since its foundation. Mr. Cogar is currently certified as a WV Class II Plant Installer and also holds both a Class "H" and "S" Service Plant Operator Certificate.

A selection of Ashco's previous projects are as follows:

- **Bluestone State Park**
 - The owner, WV Parks and Recreation, contracted Ashco to design and oversee the installation of a Recirculating Sand Filter Plant at Bluestone State Park in Hinton, WV.
 - The project was completed on time and within the allotted budgetary cost.
- **Watoga State Park**
 - The owner, WV Parks and Recreation, contracted Ashco to design and oversee the installation of a Recirculating Sand Filter Plant at Watoga State Park in Marlinton, WV.
 - The project was completed on time and within the allotted budgetary cost.

Centralized Expression of Interest for: Pipestem Resort State Park Cabin Area Wastewater Treatment Plant Replacement

Pipestem Resort State Park

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- **Beech Fork State Park**
 - The owner, WV Parks and Recreation, contracted Ashco to design and oversee the installation of a Recirculating Sand Filter Plant at Beech Fork State Park in Barboursville, WV.
 - The project was completed on time and within the allotted budgetary cost.
- **Cooper's Rock State Forest**
 - The owner, WV Parks and Recreation, contracted Ashco to design and oversee the installation of a Recirculating Sand Filter Plant at Cooper's Rock State Forest in Bruceton Mills, WV.
 - The project was completed on time and within the allotted budgetary cost.
- **Seneca Shadows Campground**
 - The owner, the US Forest Service, contracted Ashco to design and oversee the installation of a Recirculating Sand Filter Plant at the Seneca Shadows Campground in Seneca Rocks, WV.
 - The project was completed on time and within the allotted budgetary cost.
- **Blue Bends Forest Camp**
 - The owner, the US Forest Service, contracted Ashco to design and oversee the installation of a Recirculating Sand Filter Plant at the Blue Bends Forest Camp in Frankford, WV.
 - The project was completed on time and within the allotted budgetary cost.
- **Miracle Run Portal**
 - The owner, Eastern Associated Coal, contracted Ashco to design and oversee the installation of an Extended Air Plant at the Miracle Run Portal in Monongalia County, WV.
 - The project was completed on time and within the allotted budgetary cost.
- **Camp Muffly**
 - The owner, the Monongalia County Commission, contracted Ashco to design and oversee the installation of an Extended Air Plant at Camp Muffly in Monongalia County, WV.
 - The project was completed on time and within the allotted budgetary cost.

Founded in December 1990, BMI has performed survey, civil design, and permitting services for over 2,000 projects in WV and PA. The key contact, Mr. George D. Six, P.S., founded the company and has been a part of every project over the last 25 years. Mr. Six is a graduate of Pennsylvania State University and holds surveying licenses in West Virginia and Pennsylvania. All engineering design and drafting will be supervised by Mr. Joshua Diaz, P.E. Mr. Diaz is a graduate of West Virginia University and holds Professional Engineering licenses in West Virginia, Pennsylvania, and Ohio.



Just a few of BMI's previous projects are as follows:

- Seneca Shadows Campground
 - The owner, the US Forest Service, contracted BMI to perform survey and layout of a Recirculating Sand Filter Plant at the Seneca Shadows Campground in Seneca Rocks, WV
 - The project was completed on time and within the allotted budgetary cost.
- Stuart Recreational Area
 - The owner, the US Forest Service, contracted BMI to perform survey and layout of shower houses and a visitors' center at the Stuart Recreational Area in Randolph County, WV
 - The project was completed on time and within the allotted budgetary cost.
- Hundred Volunteer Fire Department
 - The owner, the Hundred Volunteer Fire Department, contracted BMI to perform survey and layout of the new Fire Department Building in Hundred, WV.
 - The project was completed on time and within the allotted budgetary cost.
- Cameron High School Sports Fields
 - The owner, the Marshall County Board of Education, contracted BMI to perform civil design and plan preparation for the sports fields at the new Cameron High School.
 - The project was completed on time and within the allotted budgetary cost.
- Honey Run Elevator Shaft
 - The owner, Peabody Coal, contracted BMI to perform survey and layout for the Honey Run Elevator Shaft in Monongalia County, WV.
 - The project was completed on time and within the allotted budgetary cost.
- Various Coal Mine and Natural Gas Operation facilities
 - BMI has performed design, layout, and survey for countless portal, bore, and drilling pads and midstream facilities throughout West Virginia and Pennsylvania.

Section 2.2: Additional Information

2.2.a Communication Procedure

One critical component of any successful project is efficient and timely communication between all interested parties to ensure productivity and completion of work in a timely manner. BMI and Ashco plan to use the following procedure to ensure successful communication between all involved:



- **Daily Correspondence**
 - BMI and Ashco will communicate either via phone, electronic mail, or face to face meetings daily to ensure that both entities are performing required tasks correctly and timely.
 - Logs of these communications shall be kept and summarized into Project Status Reports which will be provided to the owner's chosen Project Representative on a weekly basis.
- **Weekly Status Meetings**
 - BMI and Ashco will hold weekly meetings to discuss project details, timelines, and deliverables.
 - Notes from these meetings will be incorporated into the Project Status Reports to be provided to the owner's Project Representative on a weekly basis.

2.2.b History of Successful Projects within Specified Costs

- **Adherence to Budget**
 - As detailed in Section 2 above, Ashco and BMI both have a long history of completing similar projects successfully while meeting or bettering budgetary constraints.
 - Plan for ensuring project meets budget requirements
 - Upon selection to perform the Pipestem Resort State Park Wastewater Treatment Plant Project, BMI and Ashco will review all existing conditions and project goals to produce a complete and cost efficient budget.
 - While preparing the budget, project milestones will be identified.
 - Hours to complete each milestone will be estimated and hourly rates will be applied to hourly totals.
 - As work proceeds on the project, hours will be charged at applicable rates which will produce monetary charges to be billed to the owner.
 - Weekly reports will be generated and provided to the owner to ensure progression of the project is being made within estimated costs.
 - At the conclusion of the project, all costs will be checked and rectified to ensure all billings are correct and complete.

2.2.c History of Successful Projects within Specified Timelines

- **Adherence to Timeline and Schedule**
 - As detailed in Section 2 above, Ashco and BMI both have a long history of completing similar projects successfully while meeting or bettering allotted times.
 - Plan for ensuring project meets time requirements



- Upon selection to perform the Pipestem Resort State Park Wastewater Treatment Plant Project, BMI and Ashco will review all existing conditions and project goals to produce a complete and efficient schedule and timeline.
- In conjunction with the project budget, milestones will be created to aide in the scheduling and performance of work.
- Hours to complete tasks en route to the milestones will be used to create a critical path schedule and identify the required flow of work to meet project goals.
- Included in the weekly budget reports, time and tasks will be monitored and provided to the owner to ensure proper work progression to meet project timelines.

2.2.d Experience in all Professional Disciplines

The partnership of Blue Mountain, Inc. and Ashco-A-Corporation has valuable experience in all facets of design, drafting, and survey required for the Pipestem Resort Project. With several other offered services, we feel we are prepared to also perform seamlessly on any other tasks that may present themselves as the project progresses. We have listed many of our past experiences above but have only touched on a small percentage. Also, please find the attached Open Rating Survey completed by our past clients which speaks to our prior performance. We would be happy to participate in an interview to add additional detail of our experience and expertise.

Section 3: Project Goals and Procedures

Section 3.1 Goal/Objective 1

- The following goal was stated in the Centralized Expression of Interest, Solicitation Numbered CEOI 0310 DNR160000022 V.1:
 - Review existing plans and conditions as well as the operation of the park and evaluate while communicating effectively with the owner to determine a plan that can be implemented in a manner that will minimize disruption to concurrent operation of the facility and meet all objectives.
 - BMI and Ashco will adhere to the following procedure in order to ensure this goal is met:
 - Perform site visits/existing condition surveys as needed to ensure all pertinent information is gathered and analyzed such that an economical and efficient plan for work can be produced.



- Identify facility locations and timing of phases which will allow the replacement of the facility is performed with no interruption of the existing services currently being provided at the resort.
- Provide not less than two (2) options for design of the new facility to the owner to ensure work moves forward adhering to the preferred method.
- Review this information with the owner and obtain approval for desired plans for the new facility.

Section 3.2 Goal/Objective 2

- The following goal was stated in the Centralized Expression of Interest, Solicitation Numbered CEOI 0310 DNR160000022 V.1:
 - As a portion of this process outlined in Objective 1, provide all necessary services to design the facilities described in this EOI in a manner that is consistent with The Division of Natural Resources needs, objectives, current law, and current code; while following the plan to design and execute the project within the project budget.
 - BMI and Ashco will adhere to the following procedure in order to ensure this goal is met:
 - Once a preferred design and type of facility is identified, Ashco and BMI will perform final design and produce construction plans which will meet all project goals.
 - All designs will follow all applicable law and code to ensure the final facility is both legal and operational.
 - All design progress will be communicated to the owner as described in Section 2.2.a above.

Section 3.3 Goal/Objective 3

- The following goal was stated in the Centralized Expression of Interest, Solicitation Numbered CEOI 0310 DNR160000022 V.1:
 - Provide Construction Contract Administration Services with competent professionals that ensures the project functions as designed.
 - BMI and Ashco will adhere to the following procedure in order to ensure this goal is met:
 - BMI and Ashco will attend any pre-construction meetings required to ensure all involved contractors are provided with all necessary material to construct and assemble the facility.
 - During construction and assembly activities, BMI and Ashco will be on site as needed to perform construction Quality Assurance/Quality Control on both the site work and facility construction.

Centralized Expression of Interest for: Pipestem Resort State Park Cabin Area Wastewater Treatment Plant Replacement

Pipestem Resort State Park

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- All findings and status observed during construction inspections will be recorded and provided to the owner in a manner which informs all involved entities of project progress and achievement.

Centralized Expression of Interest for: Pipestem Resort State Park Cabin Area Wastewater Treatment Plant Replacement

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APPENDIX – I

OPEN RATINGS SURVEY

Open Ratings

Past Performance Evaluation

1. COMPANY OVERVIEW	
Primary Name : Blue Mountain, Inc.	Past Performance Evaluation
Alternate Name : BLUE MOUNTAIN AERIAL MAPPING	Report Date : 04-21-2016
D-U-N-S® : 80-597-9713	Order Number : 2866318
Address : 11023 Mason Dixon Hwy Burton, WV 26662	
Telephone Number : +1 (304) 662-6486	
	Company Information
	Year Started: 1991
	Year of Current Control: 2012
	Annual Sales:
	Total Employees: 54
	SIC/Line of Business: 8713/Surveying services

2. SUPPLIER PERFORMANCE RATINGS	
<p>The supplier's overall performance rating is an assessment of predicted performance. Ratings are on a scale from 0 to 100, where 100 represents the highest level of customer satisfaction. The SIC-level benchmark indicates how the supplier's overall performance rating ranks in comparison against peers.</p>	
<p>Overall Performance Rating 92 ○○○○○</p> <p>Overall, how satisfied do you feel about the performance of this company during this transaction?</p>	<p>SIC/Quintile</p> <p>Bottom <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Top</p> <p>SIC: 8713/Surveying services</p>

Detailed Performance Ratings		0	25	50	75	100
RELIABILITY:						
How reliably do you think this company follows through on its commitments?	95					
COST:						
How closely did your final total costs correspond to your expectations at the beginning of the transaction?	93					
ORDER ACCURACY:						
How well do you think the product/service delivered matched your order specifications and quantity?	92					
DELIVERY/TIMELINESS:						
How satisfied do you feel about the timeliness of the product/service delivery?	94					
QUALITY:						
How satisfied do you feel about the quality of the product/service provided by this company?	93					
BUSINESS RELATIONS:						
How easy do you think this company is to do business with?	96					
PERSONNEL:						
How satisfied do you feel about the attitude, courtesy, and professionalism of this company's staff?	94					
CUSTOMER SUPPORT:						
How satisfied do you feel about the customer support you received from this company?	95					
RESPONSIVENESS:						
How responsive do you think this company was to information requests, issues, or problems that arose in the course of the transaction?	94					

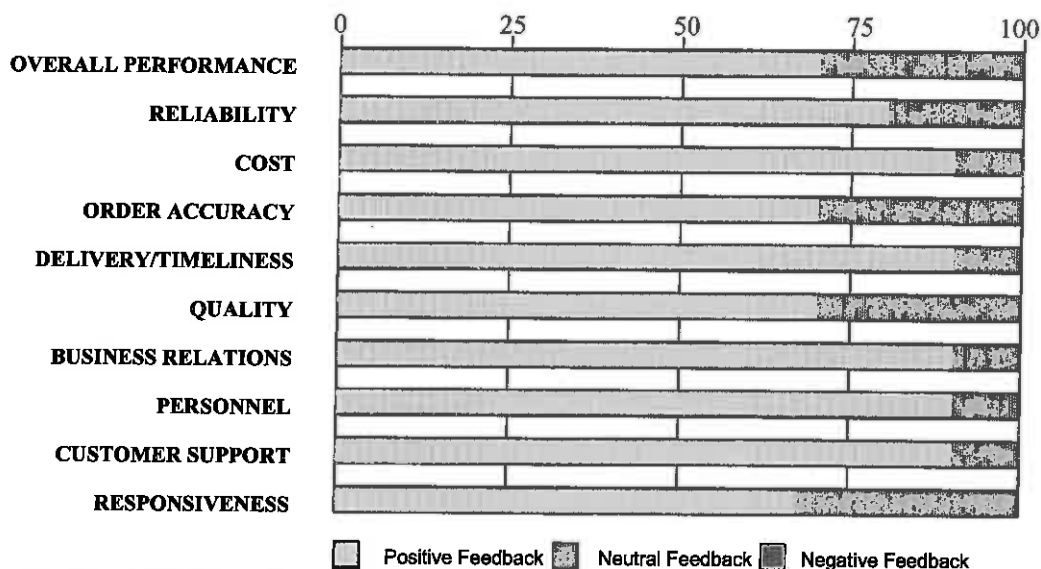
Open Ratings

Past Performance Evaluation

Business Name : Blue Mountain, Inc.
 D-U-N-S® : 80-597-9713
 Report Date : 04-21-2016

3. DISTRIBUTION OF FEEDBACK

This supplier's ratings were based in part on survey feedback from past customers. This chart provides a breakdown of the survey responses received from customers in the last 12 months. For each of the survey questions, the responses, which were provided on a 0 to 10 scale, are categorized as "positive" (9 to 10), "neutral" (5 to 8), or "negative" (0 to 4). All Customer feedback is provided confidentially; individual reference responses are not disclosed. The percentages of responses falling into each category are shown below.



4. CUSTOMER REFERENCES SURVEYED

The most recent feedback obtained on this supplier came from companies in the following industries.

SIC/Line of Business:

Total number of surveys completed : 10.

Note: The supplier ratings set forth above incorporate the responses and performance opinions of the surveyed customer references and not those of Dun & Bradstreet. Some references may not have provided ratings for all performance aspects.

The report may not be reproduced in whole or part in any manner whatsoever.

Centralized Expression of Interest for: Pipestem Resort State Park Cabin Area Wastewater Treatment Plant Replacement

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APPENDIX – II
CERTIFICATE OF LIABILITY INSURANCE



BLUEMOU-01

ACOY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/20/2016

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 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 Dyer, Heflin, Bowers & Eckels 250 Scott Avenue Morgantown, WV 26505		CONTACT NAME:	
		PHONE (A/C, No, Ext): (304) 599-3445	FAX (A/C, No): (304) 599-4607
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: State Auto Insurance Companies	NAIC # 25127
		INSURER B: BrickStreet Mutual Insurance Company	12372
		INSURER C: Allied World Surplus Lines ins Company	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED

Blue Mountain Inc.
11023 Mason Dixon Highway
Burton, WV 26562

COVERAGES CERTIFICATE NUMBER: 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 INSD	SUBR 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			PBP2614861	12/28/2015	12/28/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: General Liability Gene							
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>			BAP2342149	12/28/2015	12/28/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			PBP2614861	12/28/2015	12/28/2016	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ Umbrella \$
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCB1010852	12/28/2015	12/28/2016	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	<input type="checkbox"/> General Liability			0309-3859	12/28/2015	12/28/2016	Errors & Omissions 2,000,000
D	<input type="checkbox"/> General Liability			PBP2614861	12/28/2015	12/28/2016	Ohio Stop Gap 1,000,000

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

CERTIFICATE HOLDER CANCELLATION

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
Angie Coyle