



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header 7

 List View

## General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 391309

Procurement Type: Central Contract - Fixed Amt

Vendor ID: 000000194406



Legal Name: GLOBAL SCIENCE &amp; TECHNOLOGY INC WV DIV

Alias/DBA:

Total Bid: \$102,997.48

Response Date: 12/12/2017



Response Time: 15:04

SO Doc Code: CRFQ

SO Dept: 0705

SO Doc ID: LOT1800000008

Published Date: 12/11/17

Close Date: 12/14/17

Close Time: 13:30

Status: Closed

Solicitation Description: ADDENDUM 2 - E-FORM DESIGNER SOFTWARE

Total of Header Attachments: 7

Total of All Attachments: 7



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 391309

**Solicitation Description :** ADDENDUM 2 - E-FORM DESIGNER SOFTWARE

**Proc Type :** Central Contract - Fixed Amt

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-12-14 13:30:00	SR 0705 ESR12121700000002593	1

VENDOR
000000194406 GLOBAL SCIENCE & TECHNOLOGY INC WV DIV

**Solicitation Number:** CRFQ 0705 LOT1800000008

**Total Bid :** \$102,997.48      **Response Date:** 2017-12-12      **Response Time:** 15:04:35

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Michelle L Childers  
 (304) 558-2063  
 michelle.l.childers@wv.gov

<b>Signature on File</b>	<b>FEIN #</b>	<b>DATE</b>
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	E-FORM SOFTWARE SUITE W/ 1ST YEAR MAINTENANCE INCLUDED	1.00000	EA	\$39,072.000000	\$39,072.00

Comm Code	Manufacturer	Specification	Model #
43230000			

**Extended Description :** ENTERPRISE READY E-FORM SOFTWARE SUITE WITH WORKFLOW SOLUTION, AUDIT TRAIL, AND SEARCHABLE INDEXING

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	LABOR TO INSTALL E-FORM SOFTWARE SUITE	1.00000	EA	\$30,020.000000	\$30,020.00

Comm Code	Manufacturer	Specification	Model #
43230000			

**Extended Description :** LABOR TO INSTALL ENTERPRISE READY E-FORM SOFTWARE SUITE WITH WORKFLOW SOLUTION, AUDIT TRAIL, AND SEARCHABLE INDEXING

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	OPTIONAL MAINTENANCE YEAR 2 FOR E-FORM SOFTWARE SUITE	1.00000	EA	\$10,722.600000	\$10,722.60

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description :** MAINTENANCE FOR YEAR 2 E-FORM SOFTWARE SUITE WITH WORKFLOW SOLUTION, AUDIT TRAIL, AND SEARCHABLE INDEXING

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	OPTIONAL MAINTENANCE YEAR 3 FOR E-FORM SOFTWARE SUITE	1.00000	EA	\$11,308.730000	\$11,308.73

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description :** MAINTENANCE FOR YEAR 3 E-FORM SOFTWARE SUITE WITH WORKFLOW SOLUTION, AUDIT TRAIL, AND SEARCHABLE INDEXING

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	OPTIONAL MAINTENANCE YEAR 4 FOR E-FORM SOFTWARE SUITE	1.00000	EA	\$11,874.150000	\$11,874.15

Comm Code	Manufacturer	Specification	Model #
81112201			

<b>Extended Description :</b>	MAINTENANCE FOR YEAR 4 E-FORM SOFTWARE SUITE WITH WORKFLOW SOLUTION, AUDIT TRAIL, AND SEARCHABLE INDEXING
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Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Request for Quotation  
 21 - Info Technology

Proc Folder: 391309

Doc Description: E-FORM DESIGNER SOFTWARE

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2017-11-29	2017-12-14 13:30:00	CRFQ 0705 LOT1800000008	1

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Name, Address and Telephone Number:  
 Global Science & Technology  
 2000 Green River Drive, Suite 100  
 Fairmont, WV 26554  
 304-534-3128

**FOR INFORMATION CONTACT THE BUYER**

Michelle L Childers  
 (304) 558-2063  
 michelle.l.childers@wv.gov

Signature X *Andrea Stewart* FEIN # 52-1701242 DATE 12/12/2017

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

**ADDITIONAL INFORMATION**

**Request for Quotation**

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Lottery to establish a contract for e-form designer software to include but not be limited to enterprise ready architecture, monitoring and management, digital signatures, easy integration with Application Xtender that enables automation of documents and forms-driven processes workflow. Business Process Management (BPM) software will capture, validate, review, update, and route information and will include development and creation of a maximum of twenty-five (25) e-forms which will be scalable for additional forms development as requested by the Lottery. The Lottery seeks a solution that combines enterprise-class search with the full range of structured, user-determined, and self-altering workflow options.

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE LOTTERY PO BOX 2067		PURCHASING LOTTERY 900 PENNSYLVANIA AVE	
CHARLESTON	WV25327-2067	CHARLESTON	WV 25302
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	E-FORM SOFTWARE SUITE W/ 1ST YEAR MAINTENANCE INCLUDED	1.00000	EA		\$39,072.00

Comm Code	Manufacturer	Specification	Model #
43230000			

**Extended Description :**

ENTERPRISE READY E-FORM SOFTWARE SUITE WITH WORKFLOW SOLUTION, AUDIT TRAIL, AND SEARCHABLE INDEXING

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE LOTTERY PO BOX 2067		PURCHASING LOTTERY 900 PENNSYLVANIA AVE	
CHARLESTON	WV25327-2067	CHARLESTON	WV 25302
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	LABOR TO INSTALL E-FORM SOFTWARE SUITE	1.00000	EA		\$30,020.00

Comm Code	Manufacturer	Specification	Model #
43230000			

**Extended Description :**

LABOR TO INSTALL ENTERPRISE READY E-FORM SOFTWARE SUITE WITH WORKFLOW SOLUTION, AUDIT TRAIL, AND SEARCHABLE INDEXING

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE LOTTERY PO BOX 2067		PURCHASING LOTTERY 900 PENNSYLVANIA AVE	
CHARLESTON	WV25327-2067	CHARLESTON	WV 25302
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	OPTIONAL MAINTENANCE YEAR 2 FOR E-FORM SOFTWARE SUITE	1.00000	EA		\$10,722.60

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description :**

MAINTENANCE FOR YEAR 2 E-FORM SOFTWARE SUITE WITH WORKFLOW SOLUTION, AUDIT TRAIL, AND SEARCHABLE INDEXING

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE LOTTERY PO BOX 2067		PURCHASING LOTTERY 900 PENNSYLVANIA AVE	
CHARLESTON	WV25327-2067	CHARLESTON	WV 25302
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	OPTIONAL MAINTENANCE YEAR 3 FOR E-FORM SOFTWARE SUITE	1.00000	EA		\$11,308.73

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description :**

MAINTENANCE FOR YEAR 3 E-FORM SOFTWARE SUITE WITH WORKFLOW SOLUTION, AUDIT TRAIL, AND SEARCHABLE INDEXING

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE LOTTERY PO BOX 2067		PURCHASING LOTTERY 900 PENNSYLVANIA AVE	
CHARLESTON	WV25327-2067	CHARLESTON	WV 25302
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	OPTIONAL MAINTENANCE YEAR 4 FOR E-FORM SOFTWARE SUITE	1.00000	EA		\$11,874.15



Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description :**

MAINTENANCE FOR YEAR 4 E-FORM SOFTWARE SUITE WITH WORKFLOW SOLUTION, AUDIT TRAIL, AND SEARCHABLE INDEXING

LOT1800000008	<b>Document Phase</b> Final	<b>Document Description</b> E-FORM DESIGNER SOFTWARE	<b>Page 5</b> of 5
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Global Science & Technology Inc.  
Company

Andrea Stewart, Director of Contracts  
Authorized Signature

12/12/2017  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

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: Global Science & Technology Inc.

Authorized Signature: Sandra Stewart, Director of Date: 12/12/2017  
Contracts

State of West Virginia

County of Marion, to-wit:

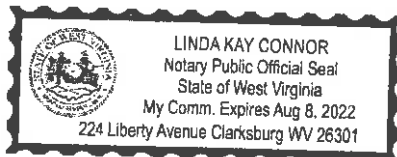
Taken, subscribed, and sworn to before me this 12 day of December, 2017.

My Commission expires August 8, 2022, 2022.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** Linda Kay Connor

*Purchasing Affidavit (Revised 08/01/2015)*



**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.

Sandra Stewart, Director of Contracts  
(Name, Title)  
Sandra Stewart, Director of Contracts  
(Printed Name and Title)  
2000 Green River Dr, Fairmont WV 26534  
(Address)  
304-368-6135 / 304-534-3296  
(Phone Number) / (Fax Number)  
Sandra.stewart@qst.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.

Global Science & Technology Inc.  
(Company)  
Sandra Stewart, Sandra Stewart, Director of Contracts  
(Authorized Signature) (Representative Name, Title)  
Sandra Stewart, Director of Contracts  
(Printed Name and Title of Authorized Representative)  
12/12/2017  
(Date)  
304-368-6135 / 304-534-3296  
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION  
ENTERPRISE READY E-FORMS SOFTWARE TO CAPTURE, VALIDATE, REVIEW,  
UPDATE, AND ROUTE INFORMATION WITH 3 YEARS ANNUAL MAINTENANCE

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**10. VENDOR DEFAULT:**

10.1. The following shall be considered a vendor default under this Contract.

10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2. Failure to comply with other specifications and requirements contained herein.

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

**11. MISCELLANEOUS:**

11.1. **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Sandra Stewart  
Telephone Number: 304-368-6135  
Fax Number: 304-534-3296  
Email Address: Sandra.Stewart@gst.com

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Global Science & Technology Inc. Address: 2000 Green River Drive, Suite 100, Fairmont WV 26531  
Authorized Agent: Sandra Stewart Dir. of Contracts Address: 2000 Green River Dr, Suite 100 Fairmont WV 26531  
Contract Number: Solicitation LOT180000008 Contract Description: E Form Designer Software  
Governmental agency awarding contract: WV Lottery

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

Metasource, LLC, 1900 Frost Road, Suite 100, Bristol PA 19007

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

Cheng Family TRUST 49.4%

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: Sandra Stewart

Date Signed: 12/12/2017

**Notary Verification**

State of West Virginia, County of MARION:

I, Sandra Stewart, Director of Contracts, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 12th day of December, 2017.

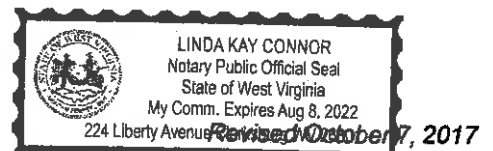
Linda Kay Connor  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/29/2017

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).

<b>PRODUCER</b> Hankoff Insurance Group Inc. 20 Crossroads Drive, Suite 215  Owings Mills MD 21117	<b>CONTACT NAME:</b> Kellie Jackson <b>PHONE (A/C No. Ext):</b> (410) 363-0661 <b>E-MAIL ADDRESS:</b> kjackson@hankoffinsurance.com		<b>FAX (A/C No.):</b> (410) 363-0685
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Global Science & Technology, Inc. West Virginia Division 7855 Walker Dr., Suite 200 Greenbelt MD 20770	<b>INSURER A:</b> Travelers		00914
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b> 17-18 WV	<b>REVISION NUMBER:</b>
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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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>			ZLP14P8078A	4/1/2017	4/1/2018	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	<b>AUTOMOBILE LIABILITY</b>			BA3B040400	4/1/2017	4/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> Comp Ded \$100	<input checked="" type="checkbox"/> Coll Ded \$500					PROPERTY DAMAGE (Per accident) \$
							motorist combined sing \$
A	<b>UMBRELLA LIAB</b>	<input checked="" type="checkbox"/> OCCUR		ZUP14P80791-12	4/1/2017	4/1/2018	EACH OCCURRENCE \$ 4,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 4,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			UB5B239154	4/1/2017	4/1/2018	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

**CERTIFICATE HOLDER**

State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street, East  
 Charleston, WV 25305

**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

Robert Samet/KLJ