

**CAPITOL  
BUSINESS  
INTERIORS**

711 Indiana Avenue  
Charleston, WV 25302

T. 304.343.7551  
F. 304.346.3350  
www.cbiwv.com

January 15, 2019

State of West Virginia  
Purchasing Division  
2019 Washington Street East  
PO Box 50130  
Charleston, WV 25305

Attn: Mark Atkins

Ref: CRFQ 0212 SWC1900000009

RECEIVED

2019 JAN 15 PM 1:11

WV PURCHASING  
DIVISION

Thank You for the opportunity to submit our quotation for the 2019 State of WV Systems Furniture Contract - CRFQ 0212 SWC1900000009.

Capitol Business Interiors has serviced West Virginia agencies for almost four decades and we are anxious to continue providing for the needs of the State under this new contract.

Attached please find Exhibit A, our bid with products manufacturer by **HAWORTH**, a vendor that has been a partner with the State and Capitol Business Interiors for many years. Haworth is a Grade A manufacturer with global reach. This manufacturer is on State Contracts across the United States and is our premier line of systems (panels) furniture. It is the major supplier for our systems projects, large and small, throughout State agencies.

A minor detail to note on your Exhibit A spreadsheet, the sell extensions do not compute properly.

The field is not editable by us. Unit prices do compute properly but the extended sell does not. I believe it is your formulary as the list price is not a whole dollar amount. Please make note as you evaluate the bids. The extended total bid price is off by \$ 11.89 .

Respectfully submitted,

  
Janet Clayman  
President Capitol Business Interiors

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>Exhibit A: CRFQ 0212 SWC190000009 Systems Furniture Pricing Pages</b>											
2	<b>Please complete the below pricing sheet to include with your bid, as follows:</b>											
3	Catalog Name:	Provide the number for the manufacturers catalog from which Catalog Price is taken; must match catalog included with bid.										
4	Catalog Page Number:	Provide the Page Number for the specific catalog item bid for this line; must match page number of catalog included with bid.										
5	Manufacturer:	Provide the name of the manufacturer for item bid for this line.										
6	Manufacturer Part No.:	Provide the manufacturer's part number (or catalog part number) for the item being bid for this line.										
7	Catalog Price:	Provide the price listed in the catalog; must exactly match price found in previously listed catalog number.										
8	Discount %:	Provide the discount percentage being bid for this line's manufacturer; note: vendors may bid only one (1) unique discount percentage for each Type.										
9	Type:	Describes the Type of Item, as specified in the Specifications document of the Request for Quotation										
10	Contract Unit Price:	Provide the price for which this item will be sold under the awarded contract; THIS PRICE MUST MATCH CATALOG PRICE WITH LISTED DISCOUNT %.										
11		Contract Unit Prices for Items whose Description is exactly identical on this Pricing Page must be equal.										
12	Contract Hourly Rate	Contract Hourly Rate of Design or Installation Labor for Reconfigurations Only										
13	Total Bid:	Multiply listed Estimated Quantity by Contract Unit Price or Contract Hourly Rate, as applicable, to calculate Total Bid for this line.										
14	TOTAL FURNITURE BID COST:	Add all Total Bids										
15	TOTAL BID COST:	Add TOTAL FURNITURE BID COST										
16	A hard copy of this form must be included if bidding on paper; an electronic copy (Microsoft Excel preferred) should also be included with any paper bid, but MUST be included as an attachment on any bid submitted through WVOasis.											
17	*Estimated Quantities listed on this Pricing Page are only estimates, included for bid evaluation purposes only. Actual quantities of items listed on this Pricing Page, and items not listed herein but included in the successful vendors catalog(s) may vary.											
18	** Quantity Required section must be completed if the manufacturer does not offer a part number for the complete unit and the items used to make the complete panel unit bid will be ordered and invoiced with separate and individual part numbers on the vendors invoice.											

	A	B	C	D	E	F	G	H	I	J	K	L
19	Description	Estimated Quantity*	Catalog Name (if applicable)	Catalog Page No.	Manufacturer	Manufacturer Part No.	Catalog List Price	Discount %	Type	Contract Unit Price (Each)		Total Bid (Estimated Quantity * Contract Unit Price)
20	Panel: 62"H (+/- 5"): 60" Powered Panels - Acoustical Fabric on both sides (price listed must include everything to make one complete unit including but not limited to: top caps, raceways, straight connectors both sides, with 2 Duplex receptacles, and any other hardware to accomplish a complete install)	1000	HAWORTH		HAWORTH	COMPLETE PANEL	\$ 1,679.73	80.00%	System	\$335.95		\$335,946.00
21	Fabric Panels: 62"H (+/- 5"): 60" Powered Panels Complete Unit shall consist of the following:	**Quantity Required (Complete Unit Bid)									PANEL UNIT PRICE (Each) NOTE: Items listed must add up to the complete unit submitted in bid.	
22	Acoustical Fabric Panel	1	HAWORTH	PG 12	HAWORTH	E2MP-562-B	\$ 1,368.60	80.00%	System	\$273.72	\$273.72	
23	Top Caps	0	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00	\$0.00	
24	Raceways	0	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00	\$0.00	
25	Straight Connectors	0	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00	\$0.00	
26	DUPLEX RECEPTACLES	2	HAWORTH	PG 180	HAWORTH	PRD-3-B	\$ 28.69	80.00%	System	\$5.74	\$11.48	
27	BASEFEED	1	HAWORTH	PG 180	HAWORTH	BFM-2-B	\$ 253.75	80.00%	System	\$50.75	\$50.75	
28	Identify Additional hardware here if needed						\$ -	80.00%	System	\$0.00	\$0.00	
29	Identify Additional hardware here if needed						\$ -	80.00%	System	\$0.00	\$0.00	
30											TOTAL OF PANEL BID	\$335.95
31	Panel: 62"H (+/- 5"): 60" Non-powered Panels - Acoustical Fabric on both sides (price listed must include everything to make one complete unit including but not limited to: top caps, raceways, straight connectors both sides, and any other hardware to accomplish a complete install)	1000	HAWORTH		HAWORTH	COMPLETE PANEL	\$ 1,094.00	80.00%	System	\$218.80		\$218,800.00
32	Panel: 62"H (+/- 5"): 60" Non-Powered Panels Complete Unit shall consist of the following:	**Quantity Required (Complete Unit Bid)									PANEL UNIT PRICE (Each) NOTE: Items listed must add up to the complete unit submitted in bid.	
33	Acoustical Fabric Panel	1	HAWORTH	PG 8	HAWORTH	E2MN-562-B	\$ 1,094.00	80.00%	System	\$218.80	\$218.80	
34	Top Caps	0	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00	\$0.00	
35	Raceways	0	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00	\$0.00	
36	Straight Connectors	0	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00	\$0.00	
37	Identify Additional hardware here if needed						\$ -	80.00%	System	\$0.00	\$0.00	
38	Identify Additional hardware here if needed						\$ -	80.00%	System	\$0.00	\$0.00	
39	Identify Additional hardware here if needed						\$ -	80.00%	System	\$0.00	\$0.00	
40	Identify Additional hardware here if needed						\$ -	80.00%	System	\$0.00	\$0.00	
41											TOTAL OF PANEL BID	\$218.80

	A	B	C	D	E	F	G	H	I	J	K	L
42	Panels: 62"H (+/- 5"); 60" Powered Panels - Non-Fabric on both sides (price listed must include everything to make one complete unit including but not limited to: top caps, raceways, straight connectors both sides, with 2 Duplex receptacles, and any other hardware to accomplish a complete install)	500	HAWORTH		HAWORTH	COMPLETE PANEL	\$ 2,574.73	80.00%	System	\$514.95		\$257,473.00
43	Non-Fabric Panels: 62"H (+/- 5"); 60" Powered Panels Complete Unit shall consist of the following:	**Quantity Required (Complete Unit Bid)									PANEL UNIT PRICE (Each) NOTE: Items listed must add up to the complete unit submitted in bid.	
44	Non-Fabric Panel	1	HAWORTH	PG 17	HAWORTH	E2DP-662-B	\$ 2,263.60	80.00%	System	\$452.72	\$452.72	
45	Top Caps	0	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00	\$0.00	
46	Raceways	0	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00	\$0.00	
47	Straight Connectors	0	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00	\$0.00	
48	RECEPTACLES	2	HAWORTH	PG 190	HAWORTH	PRD-3-B	\$ 26.89	80.00%	System	\$5.74	\$11.48	
49	BASEFEED	1	HAWORTH	PG 180	HAWORTH	BFM-2-B	\$ 253.75	80.00%	System	\$50.75	\$50.75	
50	Identify Additional hardware here if needed						\$ -	80.00%	System	\$0.00	\$0.00	
51	Identify Additional hardware here if needed						\$ -	80.00%	System	\$0.00	\$0.00	
52											TOTAL OF PANEL BID	\$514.95
53	Panels: 62"H (+/- 5"); 60" Non-powered Panels - Non-Fabric on both sides (price listed must include everything to make one complete unit including but not limited to: top caps, raceways, straight connectors both sides, and any other hardware to accomplish a complete install)	500	HAWORTH		HAWORTH	COMPLETE PANEL	\$ 1,989.00	80.00%	System	\$397.80		\$198,900.00
54	Non-Fabric Panels: 62"H (+/- 5"); 60" Non-Powered Panels Complete Unit shall consist of the following:	**Quantity Required (Complete Unit Bid)									PANEL UNIT PRICE (Each) NOTE: Items listed must add up to the complete unit submitted in bid.	
55	Non-Fabric Panel	1	HAWORTH	PG 15	HAWORTH	E2DN-662-B	\$ 1,989.00	80.00%	System	\$397.80	\$397.80	
56	Top Caps						\$ -	80.00%	System	\$0.00	\$0.00	
57	Raceways						\$ -	80.00%	System	\$0.00	\$0.00	
58	Straight Connectors						\$ -	80.00%	System	\$0.00	\$0.00	
59	Identify Additional hardware here if needed						\$ -	80.00%	System	\$0.00	\$0.00	
60	Identify Additional hardware here if needed						\$ -	80.00%	System	\$0.00	\$0.00	
61	Identify Additional hardware here if needed						\$ -	80.00%	System	\$0.00	\$0.00	
62	Identify Additional hardware here if needed						\$ -	80.00%	System	\$0.00	\$0.00	
63											TOTAL OF PANEL BID	\$397.80

	A	B	C	D	E	F	G	H	I	J	K	L
64	Duplex Receptacles for Panels	5000	HAWORTH	PG 190	HAWORTH	PRD-3-B	\$ 28.69	80.00%	System	\$5.74		\$28,690.00
65	Panel Connectors: 2-way, straight	2000	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00		\$0.00
66	Panel Connectors: 2-way, 90-degree elbow	1000	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00		\$0.00
67	Panel Connectors: 3-way, tee	500	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00		\$0.00
68	Panel Connectors: 4-way, tee	500	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00		\$0.00
69	Panel Connectors: Panel End Caps (62" +/- 5" panel)	2000	HAWORTH		HAWORTH	INCLUDED	\$ -	80.00%	System	\$0.00		\$0.00
70	24"d x 36"w laminate work surface	500	HAWORTH	PG 206	HAWORTH	WURA-2436-LJSA	\$ 293.58	80.00%	System	\$58.72		\$29,358.00
71	24"d x 36" w laminate corner work surface	500	HAWORTH	PG 220	HAWORTH	WUCR-3636-LJSAN44	\$ 505.40	80.00%	System	\$101.08		\$50,540.00
72	24"d x 48" w laminate work surface	500	HAWORTH	PG 208	HAWORTH	WURA-2448-LJSA	\$ 398.48	80.00%	System	\$79.70		\$39,848.00
73	36" w steel flipper door unit with lock	500	HAWORTH	PG 302	HAWORTH	UEFS-1636-PML	\$ 723.37	80.00%	System	\$144.67		\$72,337.00
74	48" w steel flipper door unit with lock	500	HAWORTH	PG 302	HAWORTH	UEFS-1648-PML	\$ 782.89	80.00%	System	\$156.58		\$78,289.00
75	24"d pedestal full height file cabinet with lock with two (2) file drawers to attach to work surface	1000	HAWORTH	PG 335	HAWORTH	VPAJ-24-L	\$ 467.49	67.00%	PDU	\$154.27		\$154,271.70
76	24"d pedestal full height file cabinet with lock with two (2) small box drawers position above one (1) file drawer to attach to work surface	1000	HAWORTH	PG 335	HAWORTH	VPAH-24-L	\$ 499.69	67.00%	PDU	\$164.80		\$164,897.70
77	11"h x 36"w teckboard	200	HAWORTH	PG 318	HAWORTH	HTB-3611	\$ 233.94	80.00%	System	\$46.79		\$9,357.80
78	30"w task light (must be within 6" of the width of flipper door unit)	100	HAWORTH	PG 324	HAWORTH	LUTS-0030-16UEP	\$ 220.22	80.00%	System	\$44.04		\$4,404.40
79	42"w task light (must be within 6" of the width of flipper door unit)	100	HAWORTH	PG 324	HAWORTH	LUTS-0042-16UEP	\$ 233.98	80.00%	System	\$46.80		\$4,679.80
80	Keyboard Tray	1000	HAWORTH	PG 2519	HAWORTH	KU5A-0017-1P	\$ 365.83	52.00%	SysAcc	\$175.80		\$175,596.40
81	Panel Mount Rail Toolbar - 48" metal, includes two (2) supports, one rail with two (2) end caps	100	HAWORTH	PG 2858	HAWORTH	DSR-48-H	\$ 123.45	52.00%	SysAcc	\$59.26		\$5,925.60
82	Letter Tray: Mounts on slat pad horizontally, supports minimum of five (5) pounds	500	HAWORTH	PG 2670	HAWORTH	DTLT-2	\$ 26.77	52.00%	SysAcc	\$12.88		\$6,424.80
83	Diagonal Tray	500	HAWORTH	PG 2667	HAWORTH	DTPR-3	\$ 72.64	52.00%	SysAcc	\$34.87		\$17,433.60
84	Coat hook - one (1) per workstation	100	HAWORTH	PG 65	HAWORTH	E2CH-8	\$ 12.67	52.00%	SysAcc	\$6.08		\$608.16
85	Task Chair	1000	HAWORTH	PG 3334	HAWORTH	SJT-20-414A1A	\$ 847.14	55.00%	STC	\$381.21		\$381,213.00
86	Guest Chair	2000	HAWORTH	PG 3270	HAWORTH	SCS-44-0H	\$ 272.32	55.00%	SCG	\$122.54		\$245,088.00
87	Side Chair	1000	HAWORTH	PG 3350	HAWORTH	SLS1-22-11	\$ 471.24	55.00%	SSC	\$212.08		\$212,058.00
88	Adjustable height arms	1000	HAWORTH		HAWORTH	INCLUDED/WARRANT	\$ -	55.00%	STC	\$0.00		\$0.00

	A	B	C	D	E	F	G	H	I	J	K	L
89	Sofa - Upholstered in vinyl, minimum 72" (+/- 3"), minimum of four (4) stationary legs - no casters.	100	HAWORTH	PG 3509	HAWORTH	TQ84-0013	\$ 4,368.18	55.00%	FSF	\$1,984.77		\$196,477.20
90	Lounge Chairs - Upholstered in vinyl, with arms not to exceed 32"w, minimum of four (4) stationary legs - no casters	200	HAWORTH	PG 3498	HAWORTH	4854-0011	\$ 1,936.73	55.00%	FSF	\$871.53		\$174,305.70
91	Credenzas 20"d x 72"w x 29" with two (2) storage cabinets full to the floor, laminate, locking	50	HAWORTH	PG 2248 &	HAW - X5H2-2336-8SNLL/XLWF-2472-JSN		\$ 3,434.12	55.00%	FSF	\$1,545.35		\$77,267.70
92	Round Table: 48"w x 29"h with laminate top, metal column with cross base	500	HAWORTH	PG 2938	HAWORTH	TVRN-4848-LJSNXG	\$ 832.40	55.00%	FSF	\$374.58		\$187,280.00
93	Rectangle Table: 30"d x 72"w with laminate tops with steel base and four (4) legs on casters	500	HAWORTH	PG 2930	HAWORTH	TVRA-3072-LJSNVC	\$ 641.20	55.00%	FSF	\$288.54		\$144,270.00
94	Conference Table: 96" x 48" with laminate top with two (2) round laminate pedestal bases	300	HAWORTH	PG 2812 &	HAWORTH	TARA-4896-LJSNJG	\$ 1,844.20	55.00%	FSF	\$739.89		\$221,967.00
95	Desk: 60" x 30w x 29"h full laminate with laminate top, no steel, single pedestal box/boxfile free standing design. Drawers open with side pulls. Full leg end panels and modesty panel.	500	HAWORTH	PG 2067	HAWORTH	XLSF-3060-JSS5N8L	\$ 1,765.01	55.00%	FSF	\$794.25		\$397,127.25
96	Bookcase: 12"d x 36"w x 48"h laminate with finished back, one (1) stationary shelf and two (2) adjustable shelves, maximum 1.25" increment between adjustable shelving	100	HAWORTH	PG 2269	HAWORTH	ULB4-1436-S	\$ 826.62	58.00%	CG	\$347.18		\$34,718.04
97	Storage Cabinet: 36"w x 18"d x 72"h Laminate with one (1) stationary shelf and four (4) adjustable shelves, maximum 1.25" increment	100	HAWORTH	PG 2260	HAWORTH	X5M6-1936-NS8SSB	\$ 3,516.43	58.00%	CG	\$1,476.90		\$147,680.06
98	Personal Wardrobe/Storage Cabinet: 18"w x 24"d x 77"h, Left or right door, four (4) adjustable shelves, coat rod and core-removeable lock, standard back	100	HAWORTH	PG 1266 &	HAW - JA24-8418-RSIR/JAS-2412-S		\$ 1,947.95	58.00%	CG	\$818.14		\$81,813.60
99	Lateral File Cabinet non-pedestal: 2 Drawer Laminate 35"w x 22"d x 29"h	500	HAWORTH	PG 2241 &	HAW - X5FA-2336-NS8SSNLL/XLWF-2436		\$ 1,698.48	58.00%	FC	\$713.36		\$356,680.80
100	Lateral File Cabinet non-pedestal: 4 Drawer Steel 36"w x 19"d x 53"h	500	HAWORTH	PG 1379	HAWORTH	VLRD-0436-L	\$ 1,449.14	58.00%	FC	\$608.64		\$304,318.40
101	Reconfiguration Design: Hourly Rate (see Specification 3.11.1.1)	100	CBI				\$ 50.00			\$6,000.00		\$5,000.00
102	Reconfiguration Labor: Regular Rate (see specification 3.11.1.2)	100	CBI				\$ 35.00			\$3,500.00		\$3,500.00
103	Reconfiguration Labor: Overtime Rate (see Specification 3.11.1.3)	100	CBI				\$ 75.00			\$7,500.00		\$7,500.00
104											<b>TOTAL BID COST</b>	\$5,032,088.61
105	<b>SYSTEM TYPE</b>	<b>DISCOUNT %</b>	<b>NOTE: The Discount Percentage entered will automatically populate the field corresponding to the system type in the spread sheet and calculate the bid totals.</b>									
106	System	80.00%										
107	System Accessories	62.00%										
108	PDU	67.00%										
109	Seating - STC,STG,SCG	65.00%										
110	FSF	66.00%										
111	CG	68.00%										
112	FC	68.00%										
113												

<b>Company Name:</b>	CAPITOL BUSINESS INTERIORS
<b>Contact:</b>	KELLI BRAGG
<b>Phone:</b>	304-343-7551
<b>Email:</b>	KBRAGG@CHAMPION-INDUSTRIES.COM



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

State of West Virginia  
 Request for Quotation  
 18 - Furniture

3 pgs

Proc Folder: 530203

Doc Description: SYSFURN19 - Statewide Contract for Systems Furniture & Acc.

Proc Type: Statewide MA (Open End)

Date Issued	Solicitation Closes	Solicitation No	Version
2019-01-02	2019-01-15 13:30:00	CRFQ 0212 SWC1900000009	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:

Capitol Business Interiors  
 711 Indiana Avenue  
 Charleston, WVA - 25302

304.343.7551

**FOR INFORMATION CONTACT THE BUYER**

Mark A Atkins  
 (304) 558-2307  
 mark.a.atkins@wv.gov

Signature X

*Kelli D. Brugg*

FEIN #

55-0422766

DATE

1-14-19

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



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

State of West Virginia  
 Request for Quotation  
 18 - Furniture

Proc Folder: 530203

Doc Description: ADDENDUM\_1: SYSFURN19 - SWC for Systems Furniture & Acc.

Proc Type: Statewide MA (Open End)

Date Issued	Solicitation Closes	Solicitation No	Version
2019-01-09	2019-01-15 13:30:00	CRFQ 0212 SWC1900000009	2

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

Vendor Name, Address and Telephone Number:

Capitol Business Interiors  
 711 Indiana Avenue  
 Charleston, WV - 25302

304-343-7551

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins  
 (304) 568-2307  
 mark.a.atkins@wv.gov

Signature X

*Kevin D. Bragg*

FEIN #

55-0422766

DATE

1-14-19

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



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ 0212 SWC190000009**

**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 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 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.

Capitol Business Interiors

Company

Kevin D. Prange

Authorized Signature

1-14-19

Date

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

**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 Bragg / Janet Joseph Clayman

(Name, Title)

Kelli Bragg / Janet Joseph Clayman

(Printed Name and Title)

711 Indiana Ave, Charleston, WV. 25302

(Address)

304.343.7551                      304.346.3350

(Phone Number) / (Fax Number)

kbragg@Champion-Industries.com

(email address)

Jclayman@Champion-Industries.com

**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.

Capitol Business Interiors

(Company)

Kelli D. Monzy, Sr. Sales

(Authorized Signature) (Representative Name, Title)

Kelli D. Bragg

(Printed Name and Title of Authorized Representative)

1-14-19

(Date)

304.343.7551

304.346.3350

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION  
CRFQ 0212 SWC1900000009  
Furniture and Accessories - Statewide Contract  
(SYSFURN19)

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- 9.4 **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: Kelli Bragg  
Telephone Number: 304.343.7551  
Fax Number: 304.346.3350  
Email Address: kbragg@Champion-Industries.com

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

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

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

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

**DEFINITIONS:**

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

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

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

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

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Capitol Business Interiors

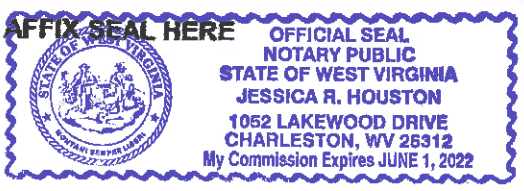
Authorized Signature: [Signature] Date: 1-14-19

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 14 day of January, 2019.

My Commission expires June 1, 2022.



NOTARY PUBLIC [Signature]

## Great Expectations

You have them. And so do we. That's why we back our products with a comprehensive warranty plan. At Haworth, **we value our customers**, and this is part of our pledge to be the best partner for your organization and to provide future assurance through integrated, adaptable products and sustainable environments.

### PRODUCT NON-OBSOLESCENCE AND WARRANTY POLICY

This North American Haworth Product Non-Obsolescence and Limited Warranty Policy (the "policy") applies to products manufactured after May 8, 2015. For products manufactured before this date please refer to the policy published in the NA Price List when purchased or contact your local Authorized Haworth Dealer. All Haworth products are warranted for 24 hour / 7 day use over the length of the Applicable Warranty Period as set forth below.

Haworth, Inc. or Haworth, Ltd., (each called "Haworth") will make a good faith effort to maintain product compatibility within our various generations of integrated product platforms to provide our customers with spaces that adapt to change. Under our non-obsolescence policy, we commit to provide our customers with products of comparable function or operational characteristics for a term equal to the Applicable Warranty Period. Haworth fabrics and finishes must be updated periodically to maintain the market appeal of our products and respond to the demands and changing preferences of our customers. As a result, we or the manufacturer may discontinue some fabrics and finishes before expiration of the Applicable Warranty Period. If a new product purchased or leased

from Haworth or from an Authorized Haworth Dealer proves to be defective (as defined below) while the product is still in the possession of the initial purchaser or lessee and if they, within the Applicable Warranty Period, inform Haworth of the defect by contacting the local Authorized Haworth Dealer, then, except as provided below, Haworth will, at Haworth's option, either repair or replace the product, at Haworth's expense, or refund the purchase price of the product. Except as provided below, a product shall be considered "defective" if Haworth finds that it is defective in material or workmanship and if the defect materially impairs the use of the product to the purchaser or lessee. The applicable warranty period begins on the day the product is manufactured. If a product that the purchaser or lessee references in a notice of defect was not installed by a Haworth Certified installer and/or reconfigured by a Haworth-trained installer, then the product may not be considered defective and Haworth will not be obligated to repair or replace it or to refund its price.

## PRODUCTS / APPLICABLE WARRANTY PERIOD

### LIFETIME

All Haworth products are warranted for lifetime *except products, components and materials described below:*

### TWELVE YEARS

All Haworth NA manufactured seating is warranted for 24/7 multiple shift use by persons up to 325 lbs and includes the framework, mechanisms, seating foam, seat & back mesh and seating glides & casters.

All wood or wood framed products.

### TEN YEARS

All wall products (excluding soft close door mechanisms warranted for Two Years), electrical components (excluding Power Base™ AI, USB receptacles and workware products), electrical accessories, fixed task lighting (excluding LED lighting), adjustable keyboard pads, monitor arms and products that are at any time used in a classroom or educational environment (other than administration areas) except as limited or described below:

### FIVE YEARS

Fabric scrims and fabrics rated Heavy Duty ( A ) under the Association of Contract Textiles Guidelines, leather, vertical use markerboard laminates, user-adjustable worksurface mechanisms, gel arm caps, thermofused laminates, slow close mechanisms, LED lighting, Power Base™ receptacles with USB charging outlets, electronic ballasts used in task lighting, horizontal glass or thermoplastic table assemblies and Systems Accessories.

### THREE YEARS

Power Base AI Electrical products, workware™ products, Hoop products (excludes any warranty for surface damage such as scratches, dents or abrasions), plastic ultraviolet light color fastness and fabrics rated General Contract (a) under the Association of Contract Textiles Guidelines.

### ONE TO FIVE YEARS\*\*

Products that are manufactured outside North America and sold into the North American market.

### ONE YEAR

Horizontal use markerboard laminate, Openest™ Plume Screens, soft palm rest, mouse pad insert and translucent edging.

Haworth "Specials" products that involve simple modification of a standard based product will be warranted for the same period as the standard catalog product it is based on. Haworth "Specials" products that deviate from standard catalog product in the form of features, construction, function, or aesthetic will be warranted for 1 year.

All software is without warranty of any kind, either expressed or implied.

All service parts are warranted for two years or the remaining balance of the assembly's original warranty period, whichever is longer.

\* The Applicable Warranty Period for each such product is specified in Haworth's price list for the product.

A product will not be considered to be defective, and Haworth will not repair, or replace it or refund its price if the product (1) is a consumable product, such as a lamp; (2) is "Customer's Own Material" (i.e. material specified by the purchaser or lessee that is not a standard Haworth product offering, such as Haworth Alliance fabrics); (3) is not installed and used as recommended in Haworth's written specification, installation, care, maintenance and user guides; (4) has been otherwise misused or suffered abusive damage or (5) is a product that is manufactured by a third-party supplier from whom Haworth purchases it for resale without incorporating it into Haworth product (in which case Haworth will assign to the purchaser or lessee any warranty that the manufacturer provides), unless otherwise specified by Haworth in writing. At all times the Covered Product must have been located in a building that is (i) dry, fully closed-in and protected from the natural elements, and (ii) adequately heated, ventilated and air conditioned in order to maintain an internal temperature between 40°F and 90°F (4°C and 32°C) and relative humidity levels between 25% and 55%.

A defect in material or workmanship does not include damage to a product, or failure of a product to operate or perform properly or to maintain appearance, caused by (a) normal wear and tear; (b) an Act of God or transportation; (c) a product alteration made without Haworth's express written authorization; (d) the natural variation of color, grain or texture found in wood and leather; (e) the natural aging found in materials such as wood, fabric and leather which results in colors shifting during use; (f) dye lot variations in fabric, leather or wall covering (g) the natural patina of leather during use; (h) "puddling" of leather or faux leather; or (i) reverse crocking of dyes from clothing onto our seating materials.

EXCEPT AS STATED ABOVE, HAWORTH DOES NOT MAKE A WARRANTY AS TO ANY PRODUCT AND, IN PARTICULAR, DOES NOT MAKE A WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE. Product repair or replacement or refund of the price, at Haworth's option, in accordance with this Policy, is the purchaser's or lessee's exclusive remedy for a product defect. Haworth shall not have tort liability with respect to a product, and Haworth shall not be liable for any consequential, economic, indirect, special, punitive or incidental damages arising from a product defect. Haworth shall not be liable for repair or product replacement due to improper installation or any defect in materials used for installation which are not manufactured, sold or supplied by Haworth.

Released May 8, 2015

# State of West Virginia

## VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1.  **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2.  **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3.  **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,
4.  **Application is made for 5% vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5.  **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6.  **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7.  **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**  
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.
8.  **Application is made for reciprocal preference.**  
 Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: Capitol Business Interiors      Signed: Kenn D. Pongor  
Date: 1-14-19      Title: Sr. Sales

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/11/2019

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).

<b>PRODUCER</b>		<b>CONTACT NAME:</b> Diane Clyburn	
Centurion Insurance Services		<b>PHONE (A/C No. Ext):</b> (304) 877-8984	<b>FAX (A/C, No):</b>
201 Pennsylvania Ave. N		<b>E-MAIL ADDRESS:</b> diane.clyburn@centinssvc.com	
3rd Floor		<b>INSURER(S) AFFORDING COVERAGE</b>	
Charleston WV 25302		<b>INSURER A:</b> Phoenix Insurance Company	<b>NAIC #</b> 25623
<b>INSURED</b>		<b>INSURER B:</b>	
Capitol Business Interiors		<b>INSURER C:</b>	
711 Indiana Avenue		<b>INSURER D:</b>	
Charleston WV 25302		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL1911100513      **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	Y	630-9L002715-PHX-18	11/01/2018	11/01/2019	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY	Y	810-9L004223-18-43-G	11/01/2018	11/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY					BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB					EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			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)

Additional Insured With Regards to Furniture Contract. 30 Days Notice of Cancellation Provided.

**CERTIFICATE HOLDER****CANCELLATION**

State of West Virginia  
1900 Kanawha Blvd

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

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/12/2019

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).

<b>PRODUCER</b> Centurion Insurance Services 201 Pennsylvania Ave. N 3rd Floor Charleston WV 25302		<b>CONTACT NAME:</b> Diane Clyburn <b>PHONE (A/C, No, Ext):</b> (304) 935-2530 <b>E-MAIL ADDRESS:</b> diane.clyburn@centinssvc.com	<b>FAX (A/C, No):</b> (304) 935-2508
<b>INSURED</b> Capitol Business Equipment, Inc. P. O. Box 2968 Huntington WV 25728		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> BrickStreet Mutual Insurance Company NAIC # 12372	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:** CL1911200514**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
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input 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						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCB1023644	04/02/2018	04/02/2019	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

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

See attached form regarding cancellation notice

**CERTIFICATE HOLDER****CANCELLATION**

State of West Virginia 1900 Kanawha Blvd  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 
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