



1077 Celestial Street • Rookwood Bldg 3 • Suite 110  
Cincinnati, Ohio 45202-1629  
(513) 621-1113  
(800) 598-2046  
(513) 621-3773 Fax

RECEIVED  
2020 JAN -3 PM 2:04  
WV PURCHASING  
DIVISION

January 3, 2020

Ms. Melissa Pettrey  
Senior Buyer, WV Purchasing Division  
Department of Administration  
112 California Avenue, 5<sup>th</sup> Floor  
Charleston, WV 25305

**Re: Request for Proposals for Natural Gas Purchase**

Dear Ms. Pettrey:

Stand Energy Corporation (Stand Energy) understands the Request for Quotation (CRFQ 0211 GSD200000021,0) seeks a Natural Gas Supplier to purchase and manage the delivery of natural gas in the amounts listed in Exhibit A of the RFP for a one-year term. Additionally, as requested, Stand Energy proposes to work as a responsible partner with the State of West Virginia to assure the most cost-efficient purchase of locally produced natural gas for Building 5 on the WV Capitol Complex.

Contained within this proposal is Stand Energy's Executive Summary containing information demonstrating Stand Energy's ability, capacity and resources necessary to perform in full any Contract resulting from the RFP, its pricing proposal, as outlined in Section 3.1.1 of the RFP, a copy of Stand Energy's Capability Statement, a copy of its WBE Certificate and a signed Proposal Certification.

Stand Energy Corporation reviewed and understands the entire contents of the RFP. The information provided in this Proposal is true and accurate. Stand Energy agrees that it will comply with the Terms and Conditions presented in Solicitation No CRFQ 0211 GSD200000021,0.

Sincerely,

A handwritten signature in black ink, appearing to read "Carla Picning", is written over a horizontal line.

Carla Picning  
Vice President of Marketing

### Executive Summary

Stand Energy Corporation, one of the largest WBE-certified energy suppliers in the U.S. today, is a leader in the supply and management of natural gas to industrial, commercial and governmental facilities behind more than fifty Local Distribution Companies (LDCs). Stand Energy operates within a footprint of fourteen states in the Midwest US. Since the deregulation of natural gas in 1984, Stand Energy has offered business and governmental consumers an alternative to the inflexible pricing of local gas utilities resulting in substantial financial savings.

A leading privately-held company headquartered in Cincinnati, Stand Energy's diversified supply and firm pipeline capacity coupled with our impressive team of professionals proficient in all areas of energy consumption, production, storage, transportation management and utility distribution allows for plentiful, low-cost and reliable natural gas.

Stand Energy has been very successful in maintaining, and in fact increasing our deliverability to customers over the last several years due to increase in gas production volumes and pipeline capacity to our markets. This is primarily due to the stability and value of our supply, the premium nature of our storage assets that we offer customers and the focus of our employees who schedule consistent and accurate gas supplies. Stand Energy is also attractive to our suppliers and customers because of the flexibility we offer in daily management and administration. We have over three decades of experience in volumetric management.

Stand Energy has significant expertise in serving government entities having supplied state facilities for almost twenty years. These facilities include administration buildings, health facilities, schools and universities. We are proud of the long-term relationships and trust that we have maintained with such customers through the quality of our service; the diversity of our cost-saving strategies; the transparency of our program and the depth of our customer service. In addition, Stand Energy has been a consumer advocate on natural gas issues since its inception and is committed to fighting for regulations that promote a competitive natural gas marketplace.

## Services

Outlined below includes, but is not limited to, a listing of the services that Stand Energy proposes to offer to the State of WV that differentiate Stand Energy from other natural gas suppliers:

- Provision of continuously reliable Natural Gas Supply at volumes adequate to meet the needs and demand of the Capitol Building for the term of the contract.
- Purchasing and scheduling of primarily locally sourced West Virginia natural gas, to the City Gate of Charleston, WV.
- Local Appalachian Natural Gas Advantages:
  - Competitively priced base pricing;
  - Short haul interstate transportation rates;
  - Superior reliability.
- Comprehensive Consultation and Strategic Purchasing Services.
- Exclusive Storage Gas Purchase Option: Ability to purchase natural gas at summer prices and store locally for use during winter months when gas prices are typically higher.
- 100% Responsibility for Gas Volume Management.
- Advocacy Program
  - Not affiliated with any local utility;
  - Gas Operations experts and In-house legal counsel work to ensure a fair and competitive gas marketplace before the Public Service Commission of West Virginia and the Federal Energy Regulatory Commission.
- Budget assistance, Savings reports, Cost analyses, Daily Usage reports, Inventory reports and Weekly Market Update reports.
- Stand Energy is a WBE-Certified Company. The benefit of Stand Energy's WBE-certification would not only advance the economic inclusion efforts of the State of WV but also overtly demonstrate its social responsibility concerning fairness and inclusion. Attached is a copy of Stand Energy's current WBE Certificate.

## Price

3

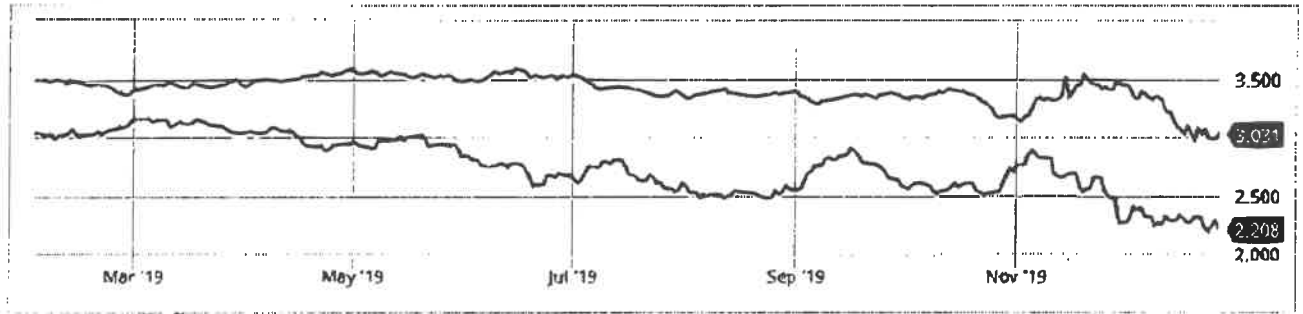
Stand Energy believes this will offer the State of West Virginia a market driven alternative without much risk of price volatility.

. Below is today's snip of the natural gas NYMEX market for 2019.

### NYMEX Strip for 2019

**Seasonal Chart** ■ Natural Gas Feb '20 ■ Average Price Chart for 5 Prior Feb Contracts

[View by Last Price](#) | [View by Price Change](#)



**Exhibit A - Pricing Page  
WV General Services Division  
Building 37 - Natural Gas**

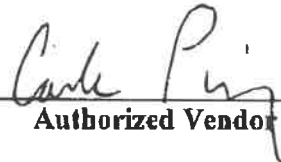
Description	Unit of Measure	Estimated Appalachian Index Price **	Vendor Mark Up	Purchase Price (Estimated Price + Vendor Mark Up)	Estimated Quantity* (Dekatherms per year)	Extended Amount
Wholesale Natural Gas	Dekatherms	\$1.80	\$0.55	\$2.35	9300	\$21,855.00

\*Quantities are estimates only. Actual needs will be met, whether greater, or less than, those listed.

\*\* This is just an estimate price meant to keep bids consistent.

\*\*\* Appalachian Index + \$0.55

Stand Energy Corporation  
Vendor

  
Authorized Vendor Signature

1/3/2020  
Date

### Reference Request

Stand Energy began supplying natural gas to the WV Capitol Plaza power plant in October 2019. We helped ease the plant over to third party supplier via our contacts with the Mountaineer Gas Company. In general, gas purchased through a third party transporter such as Stand Energy, saves a large user 20-30% versus buying through the utility. We were able to help David Parsons switch to third party, and further advised him to add a telemeter to the facility to further reduce the gas cost back through the utility.

Stand Energy Corporation deems the reference information requested as confidential and proprietary business information under West Virginia law and which could be subject to being obtained by our competitors via a West Virginia Public Records Act request from the State of West Virginia.

Therefore, under these circumstances, Stand Energy will only provide this information in a confidential manner (that is not subject to being obtained by competitors) upon being notified it has been provisionally selected as the winner of the RFP. In the meantime, if the State of West Virginia has any questions about Stand Energy Corporation's operations behind the Mountaineer Gas Company system, please contact:

**Carla Piening**  
**Vice-President Electric Marketing**  
**Stand Energy Corporation**  
[cpiening@stand-energy.com](mailto:cpiening@stand-energy.com)  
1077 Celestial St., Suite 110  
Cincinnati, OH 45202-1629  
Ph- 513-621-1113 Office  
Ph- 513-439-5588 Cellular  
[www.standenergy.com](http://www.standenergy.com)





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

State of West Virginia  
Request for Quotation  
27 - Miscellaneous

Proc Folder: 666650

Doc Description: Wholesale Natural Gas

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2019-12-23	2020-01-06 13:30:00	CRFQ 0211 GSD2000000021	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:**  
 Stand Energy Corporation  
 1077 Celestial Street, Suite 110  
 Cincinnati, OH 45202-1629

**FOR INFORMATION CONTACT THE BUYER**  
 Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

Signature X *[Handwritten Signature]* FEIN # 61-1065157 DATE 1/3/2020  
 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 the General Services Division to establish an open-end contract for Wholesale Natural Gas to be supplied to Building 37 located at 601 57th Street SE, Charleston WV 25304 per the specifications and terms and conditions as attached hereto.

BUYER'S TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 37 604 57TH ST SE CHARLESTON WV 25304 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Wholesale Natural Gas - Total Bid Amount from Attachment A	9300.00000	UNIT		

Comm Code	Manufacturer	Specification	Model #
83101601			

Extended Description :

3.1.1 Wholesale Natural Gas price per DTH. Enter Total Bid Amount from Attachment A Pricing Page



GSD2000000021	<b>Document Phase</b> Final	<b>Document Description</b> Wholesale Natural Gas	<b>Page 3</b> of 3
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**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.

\_\_\_\_\_  
(Name, Title)

Carla Piening, Vice President of Marketing

\_\_\_\_\_  
(Printed Name and Title)

1077 Celestial Street, Suite 110, Cincinnati, OH 45202-1629

\_\_\_\_\_  
(Address)

(513) 621-1113 / (513) 621-3773

\_\_\_\_\_  
(Phone Number) / (Fax Number)

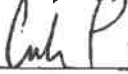
cpiening@standenergy.com

\_\_\_\_\_  
(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.

Stand Energy Corporation

\_\_\_\_\_  
(Company)



Carla Piening, Vice President of Marketing

\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

Carla Piening, Vice President of Marketing

\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

January 3, 2020

\_\_\_\_\_  
(Date)

(513) 621-1113 / (513) 621-3773

\_\_\_\_\_  
(Phone Number) (Fax Number)

**REQUEST FOR QUOTATION**  
**Wholesale Natural Gas**

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of General Services Division to establish an open-end contract for Wholesale Natural Gas to be supplied to Building located at 601 57<sup>th</sup> Street SE, Charleston WV 25304.
  
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **"Contract Item" or "Contract Items"** means Wholesale Natural Gas identified in Section 3.1 below and on the Pricing Pages.
  - 2.2 **"DTH"** means a dekatherm, a unit of energy used to measure Natural Gas.
  - 2.3 **"FERC"** means Federal Energy Regulatory Commission
  - 2.4 **"MOL"** means moles of gases or the measure of volume.
  - 2.5 **"Pricing Pages"** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Attachment A and used to evaluate the Solicitation responses.
  - 2.6 **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1 **Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.
    - 3.1.1 **Wholesale Natural Gas**
      - 3.1.1.1 Natural Gas Compositions must be no less than: Methane 85% mol; Ethane not more than 9.2 mol %; Propane not more than 3.00 mol %; Butanes (C4) and heavier not more than 2.00 mol %; Pentanes (C5) and heavier not more than 0.25 mol %; Nitrogen (N2) not more than 1.25 mol %; Oxygen (O2) not more than 0.5 mol %; Total Non-Hydrocarbons not more than 2.0 mol %; Total Sulphur including H2S not more than 10 ppm by weight expected H2S content not more than 4ppm by volume; Impurities Gas shall be reasonably free from dust (max size 5 microns), gum forming constituents and other deleterious

**REQUEST FOR QUOTATION**  
**Wholesale Natural Gas**

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solid and/or liquid matter which will cause damage to or interfere with the Operations of Gas Transporter's Facilities; Water content Not more than 112 Kg/MMSCM.

**3.1.1.2** Vendor must adhere to FERC developed standards.

<https://www.ferc.gov/industries/gas.asp>

**3.1.1.3** Vendor must utilize existing meter, located on the building, for reporting purposes. Any required maintenance or questions related to the meter use Southwest side of the building outside of the Emergency Generator must be coordinated through Dave Parsons via e-mail at [David.k.Parsons@wv.gov](mailto:David.k.Parsons@wv.gov) or (304) 957-7122.

**3.1.1.4** Vendor shall provide Natural Gas, based upon the daily price for the Appalachian Index.

**3.2 VENDOR REQUIREMENTS:**

**3.2.1** Vendor must have experience with supplying Natural Gas for (2) two State or Public-sector entities. Vendor must provide examples of experience Prior to award.

**3.2.2** Vendor must have experience supplying Natural Gas in West Virginia distribution service territories. Vendor must provide examples of experience prior to award.

**4. CONTRACT AWARD**

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**4.2 Pricing Pages:** Vendor should complete the Pricing Page, Exhibit A, by indicating the fixed price mark-up price, the "Purchase Price" (Estimated Appalachian Index Price + Vendor Mark Up) and multiplying by the Estimated Quantity to determine the Extended Amount. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

**VENDOR SHALL INCLUDE THE ATTACHED EXHIBIT A PRICING PAGE AS PART OF THEIR BID.**

**REQUEST FOR QUOTATION  
Wholesale Natural Gas**

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The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The actual billing statements for one (1) year have been provided to demonstrate monthly usage in Exhibit B for consideration when bidding.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document.

**5. ORDERING AND PAYMENT:**

- 5.1 Ordering:** Vendor shall accept orders through regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

The Agency will contact the Vendor to determine the daily rate, plus the established mark-up price, at the time of the order. A delivery order will then be created to formalize the order in wvOASIS.

- 5.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

**6. DELIVERY AND RETURN:**

- 6.1 Delivery Time:** Vendor shall deliver standard orders within five (5) working days after orders are received. Vendor shall deliver emergency orders within two (2) working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

- 6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency

**REQUEST FOR QUOTATION  
Wholesale Natural Gas**

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orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**7. VENDOR DEFAULT:**

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

- 7.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2** Failure to comply with other specifications and requirements contained herein.
- 7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4** Failure to remedy deficient performance upon request.

**REQUEST FOR QUOTATION**  
**Wholesale Natural Gas**

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**7.2** The following remedies shall be available to Agency upon default.

**7.2.1** Immediate cancellation of the Contract.

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

**7.2.3** Any other remedies available in law or equity.

**8. MISCELLANEOUS:**

**8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

**8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

**8.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

**8.4 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:** Carla Piening

**Telephone Number:** (513) 621-1113

**Fax Number:** (513) 621-3773

**Email Address:** cpiening@standenergy.com



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/27/2019

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).

PRODUCER	<b>Milligan &amp; Associates Insurance Agency</b> 300 Weatherstone Dr Ste 104 Wadsworth, OH 44281 License #: 29079	CONTACT NAME: <b>Kaylee Maag</b>	
		PHONE (A/C, No, Ext): <b>(330)336-2148</b>	FAX (A/C, No): <b>(330)336-0067</b>
		E-MAIL ADDRESS: <b>kaylee@milliganinsurance.com</b>	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: <b>Federal Insurance Company</b>	NAIC #: <b>20281</b>
		INSURER B: <b>Erie Insurance</b>	<b>26263</b>
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED  
**Stand Energy Corporation**  
1077 Celestial St Ste 110  
Cincinnati, OH 45202-1628

COVERAGES      CERTIFICATE NUMBER: 00000000-1335535      REVISION NUMBER: 35

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	3710-02-83 WUC	12/31/2019	12/31/2020	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		Q12-8140071	12/31/2019	12/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per Assgn) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	Y	7967-08-59	12/31/2019	12/31/2020	EACH OCCURRENCE \$ <b>1,000,000</b> AGGREGATE \$ <b>1,000,000</b>
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	71736447	12/31/2019	12/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>

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

#### CERTIFICATE HOLDER

#### CANCELLATION

The State of West Virginia  
WV State Capitol Complex  
1900 Kanawha Blvd E  
Charleston, WV 25305

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

AUTHORIZED REPRESENTATIVE

*Kaylee Maag*

(KMM)