

FAX COVER SHEET

To: Bid Clerk

From: Jeff Charlton

Company: Department of Administration

Company: DipTech Systems

Fax: 304-558-3970

Phone: 330 673 4400

Date: 8/21/2020

Pages w/cover: 11

Subject:

20200821130954

Comments:

DipTech is pleased to offer the following Quotation/Bid for the supply of a Preliminary Engineering Study for a Nitrile GLove Production project.

A copy of our Certificate of Insurance will be issued under seperate cover by our carrier.

If there are any questions or if there is additional informaiton required please contact me.

Thank you!

Jeff Charlton

President

MDI OHIO - dba DipTech Systems www.diptechsystems.com 330 673 4400

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 2020 AUG 21 PM 2:09
 WW PURCHASING
 DIVISION



DipTech Systems, Inc.

Advanced Dipping and Coating Equipment

www.diptechsystems.com

4485 Crystal Parkway
PO Box 39
Kent OH 44240 USA
Phone: 330-673-4400
Fax: 330-673-4101
email: sales@diptechsystems.com

August 19, 2020

Bid Clerk
Department of Administration
Purchasing Division
2019 Washington ST E
Charlestown, WV 25305

Solicitation Type: CEOI
Solicitation No. ADJ21*05
Description: Preliminary Engineering Study – Nitrile Glove Manufacturing

DipTech Quote 20048R2 – Engineering Study – Nitrile Disposable Glove Production Line

In response to the State of West Virginia Bid Opportunity letter received, Solicitation No ADJ21*05, DipTech Systems, an MDI Company is pleased to offer the following quotation for the supply of a Preliminary Engineering Study – for the production of Nitrile Disposable Gloves.

The Engineering Study will provide an overview of the estimated aspects of the proposed Nitrile Glove line production system that are often required by our customers to proceed to the next phase of machine design and construction. Areas that are covered in the review include but are not limited to:

- Technical overview of production system and related support equipment including
 - Process and production flow
 - Equipment size/layout configuration
 - Evaluation of existing production/warehouse facility considered for production use.
- Estimates of associated labor
- Estimates of utility utilization
- Estimates of raw material utilization

The production and support equipment requirements and estimated costs will be based upon a standard Nitrile Disposable Glove process. The customization of the production system based upon the Nitrile compound/formulation to be utilized may influence the final design, however typically it will minimally influence the overall cost or design and related estimates generated.

The scope of work will not include specific details regarding the compounding or source for the chemicals utilized and will not provide exact timing outlines for the various process steps as this information will vary based upon location of the facility and is often proprietary.

The scope of work does not address a detailed review of Local, State or Federal requirements; however, it will address areas that may require review such as process emissions, use of hazardous materials and wastewater treatment options.

In order to initiate the Study, an outline of required information will be provided at the beginning of the project in order to confirm the initial desired annual production volume requirements for the production system and the anticipated production requirements over a multiple-year period. Information and questions related to the production facility/building, as well as the local utilities will be required.

Details on existing facilities, if applicable, that will be beneficial in the review of the layout of the equipment, including existing location of utilities, floor drains and building column would be requested.

1.0 Engineering Study Scope of Work

- A detailed review of the production plant requirements including a general layout of the production and support equipment, providing detailed information specifically on the equipment that would be fabricated by DipTech.
- Process flow layout (regarding equipment flow and how product progresses through the plant) reflecting the general DipTech process flow for production of a Nitrile Exam Glove.
- Outline of support equipment and tooling including formers, as well as post treatment. Packaging details will not be addressed other than in the overall layout and process flow. Quotations for formers based upon a generic mold geometry will be provided for reference from existing ceramic supplier(s).
- Daily/hourly utility requirement estimates to support standard production equipment and support equipment based upon equipment estimates.
- Overview of estimated labor and task as well as estimated manpower required to achieve proposed production rates, based upon the level of automation proposed.
- General outline of equipment and steps necessary for chemicals and compounds required to produce the desired gloves.
- An estimate of raw material utilization, labor and utilities when utilized with cost/rate information supplied by Buyer can be used to generate a cost

associated with the production of a gloves at a given rate. Amortization of capital expenditures or general overhead cost will not be included in the DipTech overview.

- The scope of work does not include detailed review of local code requirements or governing agencies, from which the Buyer may be required to obtain permitting or approval before proceeding with the project.

2.0 PRICE ESTIMATE

DipTech's services are offered on a Time & Material basis at the rates outlined below for the various disciplines.

If additional engineering time is required beyond that estimated below, or because of additional work requested by Buyer, the rate structure listed will apply. DipTech will require formal authorization before proceeding beyond the completion of the scope of work outlined or after exhausting the upper limit of the estimated cost noted below.

40 – 60 Hours Sr. Chemist @ \$_____ / Hr.	\$ _____	\$ _____
80 – 120 Hours Sr. Mechanical Engineer @ \$_____ /Hr.	\$ _____	\$ _____
180 – 220 Hours Mechanical Design/Engineering @ \$_____ /Hr.	\$ _____	\$ _____
80 – 100 Hours Sr. Electrical Engineering @ \$_____ / Hr.	\$ _____	\$ _____
40 – 60 Hours Sr. Project Mgmt./Report Generation @ \$_____ /Hr.	\$ _____	\$ _____
Engineering Study	\$ _____	\$ _____

Please understand that this project is defined as a Preliminary Engineering and development phase, meaning there are no offers or guarantees that information required to proceed directly to fabrication or installation of the production system is included in the scope of work to be supplied.

3.0 DipTech's Deliverable/Responsibility

- Basic process outlines for production Nitrile Disposable gloves produced on a continuous motion drag chain line, based upon DipTech's previous equipment and production experience.
- Technical review of production and support equipment
- Electronic file (.PDF) of proposed equipment layout, support equipment locations and process flow.
- Electronic file (.DOC) of description of process and production methods and summary report.
- Electronic file (.XLS) of calculations/estimates and pricing overview as required.

4.0 Buyer's Responsibility

- Production requirements for Disposable Nitrile Gloves including estimated production requirements for years 1 – 5 to be considered in base or future equipment capacity.

- Provide facility footprint information including all architectural details, such as building columns, drain locations and utility locations if an existing facility it to be considered.
- Specify (if applicable) any desired equipment control platform or vendor to be supplied with production equipment.
- Specify (if applicable) any specific vendor for hardware utilized in construction of production equipment such as pneumatics, power transmission, electrical sensors/switches.
- Indicate insurance carrier requirements specific to gas fired ovens - FM (Factory Mutual) or IRI (Industrial Risk Insurers) or local requirements.
- Review and provide timely feedback or answers to questions or information shared by DipTech during the study, to maintain schedule and efficiency.

5.0 Delivery:

Estimated completion is approximately 6 - 10 weeks ARO, based upon backlog at time of order.

6.0 Terms:

Bi-weekly invoicing – Net 30 Days

Thank you for the opportunity to work with you on this project, if you have any questions please contact me.

Sincerely,



Jeff Charlton

attachment: Engineering Services Agreement

enclosure: DipTech Systems Qualification & Experience Overview

ENGINEERING SERVICES AGREEMENT

This Engineering Services Agreement (the "Agreement") having an effective date of July 2020, is by and between DipTech Systems Inc. ("SELLER") with a principal place of business at 4485 Crystal Parkway, P. O. Box 39, Kent, OH 44240, and State of West Virginia principal address 2019 Washington Street East, Charleston, WV 25305-0130 ("BUYER").

BUYER and SELLER are hereinafter referred to as the "Parties" or forms thereof.

WITNESSETH:

WHEREAS, BUYER manufactures certain products through the use of equipment engineered to BUYER'S specifications and;

WHEREAS, BUYER is interested and does hereby engage SELLER to render engineering or consulting services to meet BUYER'S specifications as set forth in this Agreement and;

NOW, THEREFORE, in consideration of the above recitals, which are an integral part of this Agreement and the mutual covenants contained herein, and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1.0 ENGINEERING SERVICES

1.1 In accordance with the terms and conditions of this Agreement, SELLER agrees to render engineering or consulting services for BUYER which services are to be mutually agreed to in a writing signed by each Party's duly authorized representative and to be thereafter incorporated into this Agreement.

1.2 If performing ~~engineering machine design services~~, BUYER acknowledges that SELLER'S services, as set forth in the Drawings or Specifications (i.e. the work product and as further defined below), are developed for BUYER and the Specifications shall become the property of BUYER. However, SELLER retains for itself, its successors and assigns, any and all property rights in all patents, trademarks, copyrights, trade secrets, know how and related intellectual property rights relating to but not limited to the goods and/or designs which SELLER may have incorporated in whole or in part into the Drawings.

BUYER'S sole right with respect to said machine design property rights shall be limited to a nonexclusive license to use the same only to the degree and extent that the same remain incorporated into the Drawings. Buyer agrees to keep the Drawings in confidence and use them only to have the equipment manufactured from them.

1.3 The Parties agree that SELLER'S performance is strictly limited to performing services in order to provide schematic drawings (i.e. the Drawings) or business consulting services to BUYER. For those services requiring consulting services for merchantability of ideas or devices, Buyer retains property rights to concepts, ideas, inventions, and devices if designed by Buyer.

2.0 PRICE FOR SERVICES RENDERED

2.1 The Parties agree that SELLER shall be paid for the portion of the project as defined in the proposal with other services provided at an hourly rate for services rendered.

Any hourly rate will include all technical personnel directly working on this project during the onsite commissioning of Buyer's equipment. In the event BUYER instructs SELLER to employ overtime hours for engineering services, a premium of \$20.00 per hour, per employee will be assessed for all hours worked in excess of 60 hours per employee, per week.

2.2 This billable rate includes labor and related cost of Seller including selling and general administrative overhead costs. Billable rate does not include travel, related travel costs and other direct engineering expenses of the project. These other costs will be billed at actual cost plus 10%.

2.3 In addition, SELLER will submit a biweekly cost budget to BUYER as an estimate to complete engineering services. Such estimates budget costs are to be considered approximate only and not to be considered a fixed cost of such phases.

3.0 PAYMENT TERMS

SELLER shall invoice BUYER for remaining payment terms, per quotation and BUYER agrees to pay SELLER'S invoice in full within specified time frame outlined in Seller's proposal.

4.0 PROJECT SCHEDULE

The Parties agree that the project schedule with respect to the SELLER'S engineering services shall be mutually agreed to in a writing signed by each Party's duly authorized representative at a later date and thereafter incorporated into this Agreement as **Exhibit B**. The Parties agree that Exhibit B shall be only an estimated project schedule, which shall not be construed as constituting firm commitment dates to be met or achieved by SELLER.

5.0 FORCE MAJEURE

Seller will not be liable for any damages resulting directly or indirectly from any delay, including but not limited to fire, embargo, strikes, or acts of God, civil strife or insurrection, or from delay by reason of any rule, regulation or order of any government authority directly or from other causes.

6.0 PRIORITY OF DOCUMENTS

In the event there is a conflict between the terms and conditions as set forth in the body of this Agreement and any Exhibit or attachment hereto, then the terms and conditions as set forth in the main body of this Agreement shall have priority and control.

7.0 SOFTWARE TECHNOLOGY LICENSE

SELLER is the owner of certain proprietary and confidential computer software technology, which may be used in connection with this Agreement. In the event of the use of the same, SELLER hereby grants to BUYER a fully paid-up non-exclusive license to use such technology only in connection with engineering services vis a vis the Drawings, which are the subject matter of this Agreement. The grant of the license hereunder is conditioned and contingent upon BUYER'S payment in full of the sums due SELLER by BUYER for the engineering services rendered by SELLER. Said licensed technology shall be used only in connection with the this Agreement, and shall not be duplicated, copied, changed or used by any third party without the prior written consent of SELLER'S duly authorized representative. BUYER acknowledges that the licensed technology shall not be used on a networking basis but is limited strictly to the equipment constructed from SELLER'S Drawings, which is to be used solely by BUYER.

8.0 WARRANTY

SELLER warrants that its work shall be performed in a good and workmanlike manner and in accordance with industry standards. In the event SELLER'S engineering services fail to meet the foregoing standard, then Seller will correct the Drawings at no cost to BUYER, provided BUYER notifies SELLER in writing within one year from the date that SELLER renders said services to BUYER. The foregoing is BUYER'S complete and exclusive remedy with respect to SELLER'S work for hire engineering services and/or any services relating to the Drawings. SELLER'S warranty may not be passed on to any third party. The foregoing warranty is exclusive and is in lieu of all other warranties, express or implied. There are no warranties, which extend beyond the description of the face hereof. All implied warranties of merchantability and fitness for a particular purpose are hereby expressly disclaimed by SELLER and are excluded from this Agreement. In addition, SELLER makes no warranty express or implied, of any kind or nature that the equipment and/or process by which product is to be produce from SELLER'S design as set forth in SELLER'S Drawings will be able to meet any production, output quality and/or capacity requirements. In no event shall SELLER be liable to buyer nor to any third party for any direct, incidental, special, exemplary or consequential damages whether the cause of action is based on contract, tort (including products liability) warranty, statute or otherwise.

9.0 LIMITATION OF LIABILITY; INDEMNITY

BUYER shall indemnify, defend, save and hold SELLER, its affiliated businesses (and the directors, officers, employees, agents of the same) and any person acting for or on its behalf, harmless from and against any and all liability, damage, loss, claims, demands, judgments and actions of any nature whatsoever which are claimed to arise out of, result from or connected with (i) engineering specifications, data or criteria furnished by BUYER to SELLER; (ii) changes in criteria made by BUYER; (iii) BUYER'S negligence, errors or omissions in BUYER'S performance or nonperformance of its obligations under this agreement; (iv) the failure by BUYER, its agents, employees or anyone acting through or on its behalf and/or any third party to properly operate the equipment produced from said Drawings in accordance with any manuals, directions or other operating specifications and; (v) from any infringement or alleged infringement of any patent, trademark, copyright or other proprietary right arising out of SELLER'S compliance with BUYER'S specifications. In no event shall SELLER'S liability to any person (including but not limited to BUYER) exceed the actual sums SELLER has actually received from BUYER for said engineering services performed regardless of the basis on which said claim is based.

10.0 TERMINATION OF SELLER'S SERVICES

BUYER may terminate this Agreement, at any time, in whole or in part. In the event BUYER elects to terminate this Agreement, BUYER nonetheless agrees to observe and comply with the terms and conditions as set forth in Sections 2 and 3 above.

11.0 HEADINGS FOR CONVENIENCE; MULTIPLE COUNTERPARTS

The Parties agree that all provisions of this Agreement relating to compensation, indemnity, warranty, intellectual property rights, licenses, and limitation of damages shall survive the termination and/or expiration of this Agreement. The Parties agree that headings are for convenience only and shall be given no legal effect. This Agreement is executed in multiple counterparts, each of which shall be deemed an original, but all of which collectively shall constitute one and the same instrument.

12.0 APPLICABLE LAWS

This Agreement and the rights and obligations of the parties, shall be construed pursuant to the laws of the State of Ohio, excluding Ohio's conflict of laws. Any legal notices and demands shall be address to each party's respective president and sent to the address listed in the Notice section below. Any legal action shall only be brought in a court located in Ohio and each party hereto irrevocably submits to the jurisdiction of the same.

13.0 COMPLETE AGREEMENT; AMENDMENTS

This Agreement constitutes the entire agreement between the parties with regard to its subject matter. No representations, understandings or agreement, written or oral, prior to or contemporaneous with the signing of the Agreement shall be binding upon either party. This Agreement shall not become effective or binding until signed by an authorized representative of each party. No change, modification, waiver, termination or notice of termination shall be binding unless made in a writing specifically referring to this Agreement and signed by authorized representatives of both parties.

This Agreement is expressly limited to the terms and conditions set forth herein, and each party hereto does expressly object to any additional and/or different terms and conditions (including any preprinted terms) that may appear on any document forwarded by either party to the other, either prior to, during or after the termination or expiration of this Agreement.

14.0 WAIVER OF TERMS AND CONDITIONS

Failure or delay of either Party hereto to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any rights or remedies provided herein or by law, shall not release the other Party hereto from any of the obligations of this Agreement and shall not be deemed a waiver of any right of said waiving party to insist upon strict performance hereof or of any rights or remedy of said waiving party as to any prior or subsequent default hereunder.

15.0 TECHNICAL INFORMATION AND CONFIDENTIALITY

The Parties agree that all information (included but not limited to drawing and software) disclosed to the other party shall be deemed to be confidential in nature and shall not, without the prior written consent of the disclosing party, be disclosed by the receiving party or its representatives, in any manner whatsoever, in whole or in part, and shall not be used by the receiving party or its representatives for any purpose other than for the purposes contemplated by this Agreement. The parties further agree that the information and all copies thereof including that portion of the information, which consists of analyses, compilations, studies, or other documents prepared by the receiving party or its representatives, will be returned immediately upon request of the disclosing party, without retaining any copies thereof. In no event shall the obligation of confidentiality as set forth herein extend beyond five years from the date that SELLER completes its work for hire services. This Agreement shall be inoperative as to such portions of the information which (i) are or become generally available to the public other than as a result of a wrongful disclosure by the receiving party or its representatives; or (ii) become available to the receiving party on a non-confidential basis from a source other than the disclosing party or its representatives

16.0 NOTICES

Any notice, request, demand, invoice or other correspondence required, permitted by or provided for in this Agreement shall be in writing and deemed given when delivered by hand or otherwise received, as follows:

TO SELLER:

Molded Devices of Ohio dba DipTech Systems Inc.
4485 Crystal Parkway
Suite 100
Kent, OH 44240

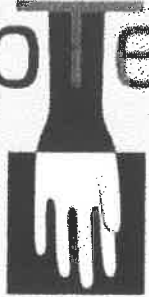
17.0 SEVERABILITY

If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

18.0 ASSIGNMENT

Neither party hereto shall assign (whether directly or by operation of law) any right, nor delegate the performance of any obligation under this Agreement without the prior written consent of the other Party hereto. Any attempted assignment or delegation without such consent shall be void.

IN WITNESS WHEREOF, the parties by their duly authorized representatives have caused this Agreement to be effective as the day and year first above written.



DipTech Systems, Inc.
Advanced Dipping and Coating Equipment

www.diptechsystems.com

4485 Crystal Parkway
 PO Box 39
 Kent OH 44240 USA
 Phone: 330-673-4400
 Fax: 330-673-4101
 email: sales@diptechsystems.com

DipTech Systems specializes in dip molding equipment for production of medical products. DipTech Systems has been chosen by leading medical device manufacturers to assist from concept design to full scale production equipment. Offering equipment specifically designed for some of the most demanding products has established DipTech Systems as the leader in precision dip molding equipment.

Our experienced engineering staff evaluates each project individually. Capitalizing on our depth of experience with Dip Molding equipment, process methods, facility and production work flow our team will develop and supply a detailed outline of the proposed production and related support equipment to produce Nitrile Disposable Gloves. Engineering and technical information will include preliminary review of the facility and associated equipment layout, estimates of equipment cost, utility usage, material utilization, support equipment details and labor requirements to support production.

The team that would be assigned to the project quoted in response to Solicitation Number ADJ21*05 will include but not be limited to the following Senior Team members. The collective experience of each of the seven (7) members listed below account for over 150 years of combined experience in Dip Molding and Dip Coating equipment design, fabrication, installation and support.

Jeff Nile – Sr. Chemist /R&D Manager – BA Chemistry

- Chemical Industry technician
- Worked with Ansell, a major producer of gloves for 12 years supporting High Volume Glove Manufacturing for disposable and surgeon gloves.
- Worked for an East Coast Nitrile producer – leading polymerization development and methods for the supporting polymer development utilized with Dip Molded products.
- Worked for a major Industrial Products manufacturer supporting Box Glove and Linemen's Glove production, acting as project manager and site coach.
- Sr. Chemist / R&D Manager – DipTech Systems – Leading laboratory and contract manufacturing services offered at DipTech Systems and sister divisions.

Dave Osborn – Sr. Electrical Engineer - BS Electrical Engineering

- Sr. Design Engineer – Automated Custom Steel Production Equipment

- Sr. Engineer – Dip Molding Equipment – Supporting design, installation and start-up of Dip Molding and Dip Coating equipment globally – ACC Automation
- Electrical Engineering Manager – DipTech Systems - Overseeing Electrical Engineering, electrical fabrication, electrical installation, start-up, training and validation for Dip Molding and Dip Coating Equipment

Ed McCaffrey – Engineering Manager - BS Mechanical Engineering – MS Mechanical Engineering

- Sr. Product Design Engineer – Supporting production, development and custom equipment design for various consumer and sporting goods components.
- Engineering Manager – DipTech Systems - Overseeing Mechanical Engineering, Finite Element Design and Fluid Dynamics for Dip Molding and Dip Coating equipment.

John Ciolkevich – Sr. Mechanical Engineer – BS Mechanical Engineering

- Design Engineer for Automated Rubber Production Equipment
- Engineering Manager – 10+ Years Dip Molding Equipment – ACC Automation
- Sr. Engineer - DipTech Systems - Supporting design and installation of Dip Coating and Dip Coating equipment - 12+ Years Dip Molding Equipment.

Joe Shattuck – Shop Manager – BS Electrical Engineering

- Lead Assembly and Installation Technician – DipTech Systems – 10 years
- Equipment Fabrication Manager – DipTech Systems – 6 years - Overseeing Electrical and Mechanical fabrication, installation and field service.

Denny Ulrich – Sr. Procurement Manager – Commercial & Fabricated Components – BS Mechanical Engineer

- Sales Engineer – 15+ years lead customer sales and design engineer for Polymer Handling equipment.
- Design Engineer – 10+ years, Automated Assembly and Conveyance equipment
- Sr. Purchasing Manager – DipTech Systems – Overseeing commercial and fabrication procurement and coordinating fabrication and assembly scheduling with Shop Manager.

Jeff Charlton – Sales & Division Manager – BS Mechanical Engineering

- Design Engineering 5+ years Automated Assembly Equipment
- Sr. Engineer 10+ years Automated Dip Molding and Dip Coating Equipment
- Sales Engineer – 10+ years Dip Molding and Dip Coating Equipment – ACC Automation
- Sales & Sr. Division Manager – DipTech Systems – Dip Molding and Dip Coating Equipment.

FAX COVER SHEET

To: Bid Clerk From: Jeff Charlton
Company: Purchasing Division - State of West Company: DipTech Systems
Fax: 304-558-3970 Phone: 330 673 4400
Date: 8/24/2020 Pages w/cover: 2

Subject:

SOLICITATION NO ADJ21*05 - DipTech Systems - Certificate of Liability

Comments:

This document is to accompany the BID submitted under seperate cover by DipTech Systems on August 21st, by FAX.

If there are any questions please feel free to contact me at 330 673 4400 or 330 701 1781

Thank you

Jeff Charlton
DipTech Systems, Inc.
330 673 4400
4485 Crystal Parkway
Kent, OH 44240

WV PURCHASING
DIVISION

2020 AUG 24 PM 1:05

RECEIVED

Molded Devices of Ohio - dba DipTech Systems

Client#: 1676855

305MOLDEDEV

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/21/2020

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: McGriff Insurance Services, 2400 E Katella Ave Suite 1100, Anaheim, CA 92806, 714 941-2800. CONTACT NAME: Mindi Valdes, PHONE: 714-941-2837, E-MAIL: mindi.valdes@mcgriffinsurance.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Twin City Fire Insurance Company (NAIC # 29459), INSURER B: Travelers Property Casualty Co of Am. (NAIC # 25674).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation and Employers' Liability.

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

CERTIFICATE HOLDER: WV Army National Guard, 1707 Coonskin Drive, Charleston, WV 25311. 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: [Signature]