



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

Header 3

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1036518

Procurement Type: Central Master Agreement

Vendor ID:

Legal Name: Reliance Security Services

Alias/DBA: Reliance Security Services

Total Bid: \$117,216.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

SO Dept: 0802

SO Doc ID: DMV2200000009

Published Date: 5/9/22

Close Date: 5/12/22

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 3

Total of All Attachments: 3



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

**State of West Virginia
 Solicitation Response**

Proc Folder: 1036518
Solicitation Description: Security Guard Services for Regional Offices
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2022-05-12 13:30	SR 0802 ESR05022200000006842	1

VENDOR
 VS0000040107
 Reliance Security Services

Solicitation Number: CRFQ 0802 DMV2200000009
Total Bid: 117216
Response Date: 2022-05-02
Response Time: 17:58:18

Comments: Our Billing Rate Includes Following:
 ; \$2 Million Dollar General Liability Insurance.
 ; \$2 Million Umbrella Policy.
 ; \$1 Million Workers Comp. Policy.
 ; \$1 Million Auto Policy.
 ; Superior Operations.
 ; Internal Affairs Division - Quality Control Division: Inspection, Training, and Integrity Testing Plan for the Security Department.
 ; Computerized Incident Reporting Procedures.
 ; Our contracts are designed to increase and lower hours if needed.
 ; No Overtime Billing.
 ; Internal Affairs Quality Control Inspection Plan.
 ; Manager of Security provided at no cost to the client.
 ; Uniforms.
 ; Drug Testing.
 ; Full Policy, Procedures and On-Site Training.
 ; All Required Equipment for all Un-Armed Officers.
 ; All Required Refresher Courses.
 ; 24/7/365 Emergency Response Team.
 ; Computerized Scheduling Software, With GPS-Photo of location Clocking In and Out. This assures timely coverage,

accurate payroll, and billing.

Reliance Security Training Academy: Reliance Security is licensed Security Training Academy. We became licensed security training academy, not to make money, rather to ensure that all our employees are professionally/legally training in all aspects of the Licensed Security Officer duties. This includes: Report Writing, Customer Services, CCTV System, Fire Safety and Prevention, Criminal and Civil Law, Bomb Threats, Active Shooter Scenarios, etc., list goes on, No Security Company can beat out Training.

FOR INFORMATION CONTACT THE BUYER

David H Pauline
304-558-0067
david.h.pauline@wv.gov

Vendor Signature X	FEIN#	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Security Guard Services - Charles Town Regional Office	2080.0000	HOUR	18.000000	37440.00

Comm Code	Manufacturer	Specification	Model #
92121504			

Commodity Line Comments: Our Billing Rate Includes Following:

- ¿ \$2 Million Dollar General Liability Insurance.
- ¿ \$2 Million Umbrella Policy.
- ¿ \$1 Million Workers Comp. Policy.
- ¿ \$1 Million Auto Policy.
- ¿ Superior Operations.
- ¿ Internal Affairs Division - Quality Control Division: Inspection, Training, and Integrity Testing Plan for the Security Department.
- ¿ Computerized Incident Reporting Procedures.
- ¿ Our contracts are designed to increase and lower hours if needed.
- ¿ No Overtime Billing.
- ¿ Internal Affairs Quality Control Inspection Plan.
- ¿ Manager of Security provided at no cost to the client.
- ¿ Uniforms.
- ¿ Drug Testing.
- ¿ Full Policy, Procedures and On-Site Training.
- ¿ All Required Equipment for all Un-Armed Officers.
- ¿ All Required Refresher Courses.
- ¿ 24/7/365 Emergency Response Team.
- ¿ Computerized Scheduling Software, With GPS-Photo of location Clocking In and Out. This assures timely coverage, accurate payroll, and billing.

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Extended Description:

Security guard services for the Charles Town regional office.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Security Guard Services - Martinsburg Regional Office	2352.0000	HOUR	18.000000	42336.00

Comm Code	Manufacturer	Specification	Model #
92121504			

Commodity Line Comments: Our Billing Rate Includes Following:

- ¿ \$2 Million Dollar General Liability Insurance.
- ¿ \$2 Million Umbrella Policy.
- ¿ \$1 Million Workers Comp. Policy.
- ¿ \$1 Million Auto Policy.
- ¿ Superior Operations.
- ¿ Internal Affairs Division - Quality Control Division: Inspection, Training, and Integrity Testing Plan for the Security Department.
- ¿ Computerized Incident Reporting Procedures.
- ¿ Our contracts are designed to increase and lower hours if needed.
- ¿ No Overtime Billing.
- ¿ Internal Affairs Quality Control Inspection Plan.
- ¿ Manager of Security provided at no cost to the client.
- ¿ Uniforms.
- ¿ Drug Testing.
- ¿ Full Policy, Procedures and On-Site Training.
- ¿ All Required Equipment for all Un-Armed Officers.
- ¿ All Required Refresher Courses.
- ¿ 24/7/365 Emergency Response Team.
- ¿ Computerized Scheduling Software, With GPS-Photo of location Clocking In and Out. This assures timely coverage, accurate payroll, and billing.

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Extended Description:

Security guard services for the Martinsburg regional office.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Security Guard Services - Moundsville Regional Office	2080.0000	HOUR	18.000000	37440.00

Comm Code	Manufacturer	Specification	Model #
92121504			

Commodity Line Comments: Our Billing Rate Includes Following:

- ¿ \$2 Million Dollar General Liability Insurance.
- ¿ \$2 Million Umbrella Policy.
- ¿ \$1 Million Workers Comp. Policy.
- ¿ \$1 Million Auto Policy.
- ¿ Superior Operations.
- ¿ Internal Affairs Division - Quality Control Division: Inspection, Training, and Integrity Testing Plan for the Security Department.
- ¿ Computerized Incident Reporting Procedures.
- ¿ Our contracts are designed to increase and lower hours if needed.
- ¿ No Overtime Billing.
- ¿ Internal Affairs Quality Control Inspection Plan.
- ¿ Manager of Security provided at no cost to the client.
- ¿ Uniforms.
- ¿ Drug Testing.
- ¿ Full Policy, Procedures and On-Site Training.
- ¿ All Required Equipment for all Un-Armed Officers.
- ¿ All Required Refresher Courses.
- ¿ 24/7/365 Emergency Response Team.
- ¿ Computerized Scheduling Software, With GPS-Photo of location Clocking In and Out. This assures timely coverage, accurate payroll, and billing.

Reliance Security Training Academy: Reliance Security is licensed Security Training Academy. We became licensed security training academy, not to make money, rather to ensure that all our employees are professionally/legally training in all aspects of the Licensed Security Officer duties. This includes: Report Writing, Customer Services, CCTV System, Fire Safety and Prevention, Criminal and Civil Law, Bomb Threats, Active Shooter Scenarios, etc., list goes on, No Security Company can beat out Training.

Extended Description:

Security guard services for the Moundsville regional office.

THE FINEST SECURITY AT REASONABLE RATES, GUARANTEED!



Abe, Khan, CPP, CFE

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Direct: 424-420-9295. E-Mail: Abe.Khan@RelianceSecurityOnline.Com.

Ensuring The Protection of People, Property and Assets.

States We Serve: West Virginia, California, Illinois, Florida, Colorado, Indiana and Missouri.

Security Services Proposal

David H Pauline
Solicitation No: CRFQ 0802 DMV2200000009
BID CLERK - DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E., CHARLESTON WV 25305, US.

Prepared by Abe Khan, CPP, CFE





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Dear Mr. David J. Pauline – West Virginia Department of Administration:

Thank you for giving Reliance Security Services - RSS an opportunity to submit our security proposal for the West Virginia – Division Of Motor Vehicle, three locations. RSS has more than Forty Years of experience providing security services, such as: Armed, Unarmed, Mobile Patrol and Bike Patrols to: Commercial, Residential, Financial, Retail, factories, Warehouses and Educational facilities. We understand how important it is to implement security measures to protect, People, Property and Assets.

The name Reliance is defined as: "Trust, Confidence & Dependence". Our name describes us best and this is what we offer you. In addition, you will receive a professional, experienced, and trained seasoned employees. At Reliance you get a "Security program" and not just a "Guard".

The billing rate for licensed, insured and highly trained Unarmed Security Officer will be: \$18.00 Per Hour.

Our Billing Rate Includes Following:

- ✓ \$2 Million Dollar General Liability Insurance.
- ✓ \$2 Million Umbrella Policy.
- ✓ \$1 Million Workers Comp. Policy.
- ✓ \$1 Million Auto Policy.
- ✓ Superior Operations.
- ✓ Internal Affairs Division - Quality Control Division: Inspection, Training, and Integrity Testing Plan for the Security Department.
- ✓ Computerized Incident Reporting Procedures.
- ✓ Our contracts are designed to increase and lower hours if needed.
- ✓ No Overtime Billing.
- ✓ Internal Affairs – Quality Control – Inspection Plan.
- ✓ Manager of Security provided at no cost to the client.
- ✓ Uniforms.
- ✓ Drug Testing.
- ✓ Full Policy, Procedures and On-Site Training.
- ✓ All Required Equipment for all Un-Armed Officers.
- ✓ All Required Refresher Courses.
- ✓ 24/7/365 Emergency Response Team.
- ✓ Computerized Scheduling Software, With GPS-Photo of location Clocking In and Out. This assures timely coverage, accurate payroll, and billing.

Following are Reliance can provide at no extra cost to client:

- ✓ Electronic Patrol Monitoring System - EPMS: Reliance at no cost to the client will provide a Electric Patrol Monitoring System at the facility. This EPMS allows us to tract and print a copy of daily patrol – checks conducted by the officer on duty. This requires a PC and a Printer. Reliance will provide these necessary items.
- ✓ Free Consulting Services: Reliance Security provides Free Consulting Services for our clients. We do this to ensure that every client we have has our Mark of Excellence!
- ✓ Superior Insurance: Most States require \$1 Million General Liability Insurance, Reliance provides following: \$2 Million General Liability, \$2 Million Umbrella Policy, \$1 Million Workers Comp and \$1 Million Auto.
- ✓ Reliance Security Training Academy: Reliance Security is licensed Security Training Academy, by the Illinois Department of Professional and Financial Regulation. We became licensed security training academy, not to make money, rather to ensure that all our employees are professionally/legally training in all aspects of the Licensed Security Officer duties. This includes: Report Writing, Customer Services, CCTV System, Fire Safety and Prevention, Criminal and Civil Law, Bomb Threats, Active Shooter Scenarios, etc., list goes on, NO SECURITY COMPANY CAN MATCH OUR TRAINING!
- ✓ Client Right to Reject: Reliance is only company that gives authority to clients the right to reject an officer for no reason.



- ✓ Incident Reports: All Reliance Reports are electronically generated. Reliance will provide a PC and printer at the Security Desk. Officer will complete a Daily Activity Report – Synopsis of entire shift activity broken down hourly basis. Other Reports are: General Incident Report, Bar Notice Work Order, other, as needed.
- ✓ Scheduling: Reliance utilizes computerized scheduling software with GPS Tracking. This gives Reliance an opportunity to have accurate schedule coverage and accurate payroll and billing.
- ✓ Reliance Internal Affairs Division: Like Chicago Police Department, Reliance has Internal Affairs Division – Quality Control Division. RSS inspectors conduct Covert and Overt inspections on our personnel to ensure “Top Quality” service is provided to all our clients. No cost to the client. Client receives an inspection report within 24 hours when inspections are conducted.
- ✓ Uniforms: Reliance gives our clients options to choose their own uniforms, such as: Hard Core, Soft Core, and or Suit and Tie.

Reliance is also Licensed Security Training Academy: We provide extensive training to all our employees.

- ✓ Security Policies and Procedures.
- ✓ Customer Service: How to Provide Superior Customer Service.
- ✓ Criminal Law and Procedure as it relates to Private Security.
- ✓ Building Relations with Local Law Enforcement.
- ✓ Investigation and Crime Science Preservation Procedures.
- ✓ CPR, First Aid and AED.
- ✓ Fire Safety and Prevention.
- ✓ CCTV, Fire Panel and Alarm Systems.
- ✓ Report Writing.
- ✓ Professional Demeanor.
- ✓ Computer Skills.
- ✓ Handcuffing and Baton.
- ✓ Prosecuting an Offender – Court Room Procedures.
- ✓ Sexual Harassment: Awareness, Preventions and Consequences.
- ✓ Safety Procedures.
- ✓ Active Shooter: Preparedness, Awareness and Safety Procedures.
- ✓ Required Specialized Training.
- ✓ Robbery Suppression.





EXECUTIVE SUMMARY

Superior Insurance: Reliance exceed all State required \$1 Million only; we provide the following:

- ✓ \$2 Million Umbrella.
- ✓ \$2 Million General Liability.
- ✓ \$1 Million Worker's Comp.
- ✓ \$1 Million Auto Insurance.

Quality Assurance Division – QAD:

QAD is comparable to the Police "Internal Affairs Division". Reliance conducts random, covert/overt site inspections to ensure the highest level of services to our clients. Inspection Reports are provided within 24 hours.

Supervision: We provide 24/7/365 Field Supervision and Command Center to monitor cameras.

Rates: We offer reasonable - negotiable rates.

Rates are determined by Levels of Security desired. The job requires Observe and Report or Take Corrective Action.

Employee Screening: We conducts following:

- ✓ Criminal FBI Background Check.
- ✓ Previous Employment.
- ✓ Drug and Alcohol Testing.

Reporting Procedures: Our reports are generated electronically.

Mobile Units: All Mobile Units are equipped with GPS live Tracking – History Recording, decaled, lights and sirens.

Client Privileges: We provide our clients with extra benefits:

- ✓ Customer satisfaction is our priority.
- ✓ Client's right to reject.
- ✓ Client can choose type of uniform, color, equipment used by officer, hardcore, softcore or suit and tie.
- ✓ Custom Patches
- ✓ Observe and Report or Corrective Action Required.
- ✓ Level of Officers / Training required.

Superior Credentials -

Experience: Our Leadership Team holds the highest credentials in the industry:

- ✓ CPP – Certified Protection Professional – ASIS Board Certified.
- ✓ CFE – Certified Fraud Examiner
- ✓ 40 Years of Law Enforcement - Security Experience.
- ✓ NRA – Law Enforcement Instructor

Policy and Procedures: At no cost to our clients, Site Specific Policies, Procedures and Safety Program are designed.

Superior Operations: We use "ShiftPlaning" Scheduling Software, with GPS tracking.

Our Services: RSS provides the following Security Services:

- ✓ Armed, Unarmed Security, Off Duty Police and Tazer Armed Officer.
 - ✓ Foot, Mobile and Bike Patrols.
 - ✓ Retail Loss Prevention: Uniformed & Store Detective – Plain Clothes
 - ✓ Executive Protection.
 - ✓ Consulting Services includes: Security Plans, Physical Security – Crime Prevention Trough Environmental Design – CTED.
 - ✓ Undercover Operations.
 - ✓ 24/7 Camera Monitoring.
- Training Academy:** We provide the following superior training to our employees:
- ✓ Unarmed and Armed Training.
 - ✓ CPR and First Aid.
 - ✓ Customer Services.
 - ✓ Fire Safety and Prevention.
 - ✓ CCTV and Alarm Systems.
 - ✓ Report Writing.
 - ✓ Professional Demeanor.
 - ✓ Computer Skills.
 - ✓ Handcuffing and Baton.
 - ✓ Criminal Law and Procedure.
 - ✓ Safety Procedures.
 - ✓ Required Specialized Training.



RELIANCE SECURITY OVERVIEW

OUR MISSION STATEMENT:

To provide the best security services for our clients with continued responsibility and commitment to the communities we serve.

WHAT TO EXPECT FROM US:

Reliance Security Services desires to form a strategic partnership with your business as the primary security services provider. We understand that you want a security company that can be proactive in assessing the needs and requirements of their asset protection program. Reliance Security corporate philosophy is to continuously improve, constantly striving for betterment, and an on-going journey to perfection.

We pledge our total company resources toward the successful operation of facility protection for you. The men and women of Reliance Security and our entire management support staff stands ready to support your business both today and throughout our "Partnership."

When you hire a Security Guard with Reliance Security, you also hire the Leadership of Reliance Security. The leadership of Reliance Security is among a select few security industry executives who have been awarded the designation of "Certified Protection Professional" (CPP) by the Professional Certification Board of the American Society for Industrial Security (ASIS) and has been designated as "Certified Fraud Examiner" (CFE) by the Association of Certified Fraud Examiners. RSCS leadership also incorporates 30 years of security experience.

Reliance Security has set the standard for the industry by designing and implementing superior, comprehensive, and cost-effective public safety programs for dynamic and complex environments. Our business philosophy stresses being the best, not necessarily the biggest service provider. Our goal is to stay in a close contact with our clients so that we can remain responsive to their needs.

No matter what your needs, a single-post or multi-location operations, residential, commercial, retail, industrial, certified armed or unarmed, mobile patrols or alarm response, short-term or long-term services, when you deal with Reliance Security, you get a winning hand every time.

If you need a new security program developed or if you feel that, your existing security program could/should perform better and needs to improve, please give us an opportunity to either create a new security program or improve your existing security program. Reliance Security also provides off duty Police Officers, if needed.

What sets us apart from other agencies? Security is defined as "The Quality or State of being secure, freedom from danger or loss." Danger can include fire, natural disaster, criminal activity or other unforeseen threats. Loss can mean anything from loss of property to loss of life. Since the word "Security" means so much, wouldn't you expect more than just a guard?



If you feel that your current security program needs improvement, please allow us the opportunity to conduct a complementary security survey for you. The survey will allow us to provide you with an expert analysis of your property's safety and security program. Our experienced professionals will evaluate your current program and provide recommendations. Furthermore, if you are in need of a new program, we can develop an integrated plan to cover your needs.

After the survey, our clients have a far greater understanding of their security vulnerabilities. We carefully analyze all areas of the property working inward from the property's perimeter line to the interior of each building, then to the high security areas. We analyze current security measures to determine their adequacy in deterring or preventing crime and unauthorized access. Our focus is to provide you with recommendations that fit within your budget.

Whatever your security needs are single-post or multi-location operations, we can tailor a program to fit your needs and enhance the level of safety and security. We recognize the unique requirements of your property and prepare them to provide you with the quality security services.

At Reliance, you get a "Security program" and not just a "Guard." We pledge all of our company's resources toward the successful operation and protection of you and your property.





FREE SECURITY SURVEY – RISK ASSESSMENT – VULNERABILITY ASSESSMENT

Reliance Security Services provides our clients with free Vulnerability and Risk Assessment Survey, (Free of Cost) conducted by CPP – Certified Protection Professional. This survey gives us an opportunity to ensure that every security job we undertake has our mark of EXCELLENCE!

The goal of security survey is to assess client's existing security situation and recommending positive change. Change is not inevitable; some conditions may not, in our opinion, warrant change. However, typically, some modifications to the existing company's strategy or program may be required. Recommendation of changes will be based on my evaluation of existing conditions.

The Reliance Security Vulnerability and Risk Assessment Survey focuses on four component parts of a security program. The sum this four components part equals the security program:

- 1 Policy
- 2 Procedure = Protection Program
- 3 Physical Plant/Equipment/Hardware
- 4 Personnel

Problems in the security program must exist within one or more of the component parts:

- 1 Policy Failure
- 2 Procedure Failure
- 3 Physical Plant/Equipment/Hardware Program Failure = Program Problems
- 4 Personnel Failure

In the format of an equation, it would look like this: $P + P + P + P = Pp$ / Or $p + p + p + p = Pp$ $P + P + P = \text{RELIANCE SECURITY / POWER}$

OPERATIONAL ENHANCEMENTS:

- We will create a Standard Operating Procedure (SOP), tailored for your property.
- We can provide you with experienced and professional Site Supervisor.
- We will create a Safety Program, tailored to your facility.
- We will conduct a security survey and provide recommendations for improvement.
- We will provide proactive and preventive patrols for your property.
- We offer crime prevention seminars and safety seminar classes for your employees.
- We offer safety audits & weekly safety checklists for our clients.
- We will go the extra mile and provide a "whatever it takes" attitude to get the job done.
- We provide training seminars on hospitality Security for our staff members provided by hospitality industry professionals on all aspects of Security and customer service
- Our Transition Plan ensures a thorough and efficient changeover.
- We will provide you with Electronic Patrol Checks system. Electric Check Point Patrols are conducted, as assigned. A computerized printout could be generated for review on daily basis. This will ensure that patrols and checks are conducted on a consistent basis and provide you with assurance that you are getting the services you pay for.



TYPES OF SERVICES PROVIDED



Reliance Security Services offers a comprehensive set of security solutions & services to its clients. We can provide security services tailored to meet your security needs.

- Armed or unarmed uniformed officers.
- Plainclothes officers.
- Bicycle and golf cart.
- Fully equipped marked patrol vehicles.
- All patrol vehicles are equipped with Teletrac (for location verification), two-way radios, and standard emergency equipment.
- Parking enforcement.
- On request, with the use of vehicle Immobilizers, we can enforce and deter any unauthorized parking violations on private property.

We can provide you with these services at a very affordable rate.

We currently provide security services for various types of properties such as:

- Apartment and condominium complexes
- Shopping centers
- Retail Stores
- Business plazas
- Restaurants & Bars
- Factories
- Industrial business



ARMED SERVICES

Our professional Armed Officers have a wide range of experience and are licensed and approved by the Illinois Department Of Professional Regulations.

UNARMED SERVICES

Reliance Unarmed Officers will provide state of the art security services at your location. All our Unarmed Officers are specially trained to your specific needs.

MOBILE PATROL SERVICES

Patrol Units are used to patrol residential and commercial properties, and for a quick response to a needed location. This response may also include a wide range of areas.

BICYCLE PATROL SERVICES

Bike Patrols are units that excel at covering large areas very quickly. Our Bike Patrol Officers come highly experienced and are in top physical and mental condition. The high visibility of a Bike Patrol Unit acts as a deterrent against potential criminal activity.

GOLF CART SERVICES

Golf Carts are used at large properties, large parking lots and shopping centers.

FOOT PATROL SERVICES

Foot Patrol officers cover different properties on foot ensuring effective protection of the property.

BODYGUARD SERVICES

Bodyguards are a special group of trained Officers to protect from any harm and are also trained for crowd control protection.

EXECUTIVE PROTECTION SERVICES

Executive Protection Units are a group of highly trained professionals for high profile clients such as celebrities and dignitaries.

SPECIAL TASK FORCES

Special Task Forces are specially trained units that meet individual security needs. The

OFF DUTY POLICE OFFICERS

Off Duty Police are used to work as armed plain clothes Officers, or for special events requiring Police presence.



typical areas of duty for special task forces are crowd control.

UNDERCOVER OPERATIONS

Undercover Officers are Officers with the knowledge and training of undercover tactics for locations that have any internal misconduct.

CONSULTING SERVICES

We offer a wide area of consulting services to help you meet your individual security needs. This includes a complementary walkthrough of your property with written feedback.

COURTESY PATROL SERVICES

Courtesy Patrol Officers patrol the contracted properties for the safety of tenants, visitors and/or employees.

CIVILIAN CLOTHES UNITS

Plain Clothes Officers are officers in civilian clothes, used for properties that require low profile Security.

LOSS PREVENTION

Our Loss Prevention teams are a plain clothes team that is fully trained for all retail aspects and procedures.

TASK FORCE TEAMS

Our Task Force team is a specialized trained team for crowd control in strikes or special events situations.

NATIONWIDE BACKGROUND CHECKS

Reliance Security offers a complete Nation- wide background check for all companies, corporations and private employers.

SECURITY TRAINING

Reliance is a State of Illinois Certified Security Training Agency. We provide 20 Hours & 40 Firearm Training.

SPECIAL EVENT SECURITY

Reliance Security offers experts in planning, managing and securing your special event security.

MYSTERY SHOPPING

Reliance Security provides Mystery Shopping Agents. These agents are off duty Peace Officers and conduct a thorough Check/Balance of your polices and procedure adherence from your employees.



RELIANCE SECURITY TRAINING ACADEMY – LICENSE # 102000300
TRAINING LEADERS OF TOMMOROW!



When it comes to training, no one can beat Reliance Security Services. Reliance Security is a licensed Training Academy by the State of Illinois – Illinois Department of Financial and Professional Regulations – IDFPR.

Reliance Training Academy for Professional Security is led by our CPP - Certified Protection Professional (“A professional that has demonstrated his/her competence in the areas of security solutions & best-business practices through an intensive qualification and testing program. As a result, he or she has been awarded the coveted designation of CPP and is recognized as a proven leader in their profession.” – ASIS International).

A professionally prepared, properly presented training program is essential for effective security officer performance. At Reliance Security, we believe that there needs to be a certain level of education and training that a security officer needs to achieve in order to be an effective security officer in any capacity.

We do not believe in hiring a “strong body” off the street, providing them with a uniform and sending them out to protect your property. This creates more of a liability to us and a security risk to you, the client. Our Security Officer receives “Site Specific” training, thus providing you with enhance service. Our Instructors possess the highest credential in the security industry.

Once an applicant is approved for employment, they are required and scheduled to attend RSCS’s Training. Employees undergo rigorous training and testing on topics such as security and law enforcement techniques, fire suppression and control, safety, emergency procedures and customer service expectations.

This is followed up by an extensive ninety-day probationary period where the officer is assigned to a Field Training Officer who continues to build on the foundation created in the academy. During the orientation process, the clients’ own organizational beliefs, mission statements, and culture are also incorporated into the officers’ training. At the conclusion of this process, we issue a *Field Training Record*, which attests to the department that a specific training is completed, reviewed, and approved by department and client representatives.

Annually, all employees return to the Training Academy for In-Service Training, which consists of at least three topics of importance to the employee, department, corporation, and client. RSCS’s commitment to Service Excellence and Customer Service is always reinforced at In-Service training. We process all required licenses and credentials:



SUPERIOR CREDENTIALS: Reliance Security Training Academy holds the highest credentials in the Security Industry:

- CPP – Certified Protection Professional
- CFE – Certified Fraud Examiner
- CLSD – Certified Lodging Security Director
- NRA – Law Enforcement Instructor
- TASER Certified Instructor. Reliance is the only agency in Illinois certified by TASER International to conduct this training.
- CPR – First Aid – AED Certified Instructor
- Tactical Baton & Handcuffing Certified Instructor.

Reliance Security Training Academy provides the following Classes:

SUPERIOR AND COMPLETE SECURITY TRAINING:

- Advance Security & Management.
- Unarmed 20-Hour Security Training.
- Armed 20-Hour Training – Semi Automatic/Revolver:
- Full 40-Hour Armed.
- TASER Certification.
- Tactical Baton/ASP & Tactical Handcuffing.
- American Red Cross First Aid
- American Red Cross CPR
- American Red Cross AED
- Home Gun Owner – Gun Permit Course.
- NRA Civilian Instructor Course.
- NRA Law Enforcement Firearm Course.
- NRA Range Safety Officer.
- NRA Personal Defense Course.
- Self Defense for Security Officer.
- CPP – Certified Preparation Course.



MOBILE – VEHICLE PATROL OFFICERS



The Mobile Patrol Division is your front line of defense against crime. The primary goal of the Mobile Patrol Division is to develop and maintain a safe and orderly environment for people who live, work, and visit your facility. The Vehicle Patrol is a unique line of security services that includes the Alarm Response, Private Parking Enforcement, Immediate Guard Services, and On-site Security Officer Supervision. This combined solution is ideal for small business that does not have any security measures or only has alarms. Far too many companies sacrifice security because of cost, until now. The Vehicle Patrol Services by Reliance Security are a comprehensive and cost-effective way that neighboring businesses can share resources to create a secured environment.

The Vehicle Patrol Officers are dedicated to protecting your business when conventional police can't. Our service is proactive. We do not wait for an incident to occur. Our patrol officers are vigilant and reliable, patrolling your neighborhood in marked patrol vehicles and inspecting your property as often as you dictate.

A vehicle patrol service is a perfect solution for small and medium sized commercial, industrial, retail, and residential properties that do not want an officer dedicated on an hourly basis. Our vehicle patrol officers will monitor your security system and quickly respond to its signals and conduct an inspection, our patrol officers discover unsecured doors or windows, and an investigation is conducted to determine if a crime has been committed. If criminal activity is discovered, law enforcement will be notified immediately, and our office will contact you.

To assist in the prevention, deterrence and detection of vandalism, theft or safety-related concerns, our trained patrol officers will provide the following services:

- **Marked Car Patrol:** Our officers will patrol your property in marked vehicles when your business is closed at its most vulnerable. Our patrol cars are marked equipped with emergency lights, two-way radio equipment, telephones, police radio scanners, and electronic patrol scan wands.
- **Vehicle Unlock:** Too often customers, visitors and employees may lock their keys inside their vehicle. RSCS officers will assist with unlock the vehicle upon completion of proper release and authorization documentation.
- **Vehicle Jump Start:** Too often customers, visitors and employees may have a dead battery, especially during the winter season; RSCS officers will assist with jump start a vehicle upon completion of proper release and authorization documentation.
- **External Facility Inspections:** An inspection of your property's exterior including lighting, door and window checks.



- **Internal Facility Inspections:** An inspection inside your facility including critical areas such as heating, ventilating and air conditioning systems, lighting, technical equipment, plumbing and checking interior doors.
- **Lock & Unlock Service:** Our security officers will open and close your facility according to your specifications. This service also includes two or more random patrol checks, activating and deactivating of alarms, and interior and exterior inspections of your facility.
- **Security Escort Services:** During the hours of reduced visibility, our security officers will escort your employees to parking lots and other areas of your facility as required.
- **Warning Signage:** For an extra measure of theft and vandalism deterrence, Reliance Security offers a series of self-adhesive decals for placement on doors, windows, and fences.
- **Documentation:** We will provide you with a written documentation and electronic verification of all security patrol activity that takes place at your facility. Documentation is vital and can show trends pointing to possible future incidents that can be prevented.





POLICY AND PROCEDURE MANUAL

To ensure continuity in security officer service delivery that meets your standards, RSCS develops and maintains well-indexed, site-specific written instructions known as post orders. This Post Orders are for each post on your site.

The post orders correspond with written tests to ensure continued officer training. RSCS audits your post orders on a regular basis.

This Manual Includes the Following:

- Specific duties and responsibilities for all security personnel.
- Detailed Emergency Notification list.
- In-depth emergency response information.
- Patrol procedures and checklist.
- Proper telephone procedures.
- Access control.
- Property removal.
- Facility locking and unlocking procedures.
- Electronic alarm operation (Fire, intrusion).
- Other electronic systems (as appropriate).
- All other relevant site-specific security requirements.
- The manual will be maintained by Reliance Security & Consulting Services Updates will be done as needed, and a complete review will be made every 6 months. Changes cannot be made without the approval of the client and Reliance Security & Consulting Services
- This manual is critical to good security force operation:
- It is the training manual used for attaining a thorough, consistent level of training.
- It is the standard by which you can evaluate security force performance.



RELIANCE SECURITY CONSULTING SERVICES

RSCS provides security consulting services dedicated to the cost effective, objective, practical and innovative protection of its clients' people, assets, information, value and reputation. We have a unique blend of experience leading the security industry as well as developing and managing security and crisis management programs. Every facility we visit is unique, and our services are customized to meet the needs of each on an individual basis. Our Security Consulting Services, led by CPP, includes the following:

- ❖ Security Assessments
- ❖ Security Staffing & Deployment
- ❖ Security Related Policies & Procedures
- ❖ Security Training for Non-Security Staff
- ❖ Security System Specification Design
- ❖ Computerized Incident Reporting, Tracking & Trending
- ❖ CPTED - Crime Prevention through Environmental Design.
- ❖ Crime Prevention Programs
- ❖ Developing & Staging Security Drills
- ❖ Development of Job Descriptions
- ❖ Safety Audits – Checklist.
- ❖ Selection of Physical Security Options / Implementation.
- ❖ Employee Background Screening
- ❖ Self Defense Training for Security
- ❖ Personal Self Defense Training
- ❖ Lobby Management / Visitor Control
- ❖ Performance Improvement for Security Operations
- ❖ Interior & Exterior Lighting
- ❖ CCTV System Review & Design
- ❖ Retail Theft Law & Prosecution
- ❖ Shopping Mall Security 101
- ❖ Preventing Armed Robbery & Safely During Armed Robbery.
- ❖ Creation of SOP – Standard Operating Procedures.

CONTINGENCY PLANNING

Disaster can take on many forms in the business world. The formations of a contingency plan to deal with any potential incidents that compose a disaster reduce the damage to the critical business process and insure that minimal loss is incurred. RSCS specialists will guide your company through the process of contingency planning, from the initial stages of analyzing the business impact analysis to the training plans and testing exercises. This negates the need to assign an already overworked manager from taking on another task but also allows for non-partisan analysis of the necessary minimal for functional business operation. Some of the many aspects considered in the planning process by our teams are outlined below.

- ❖ Surveys
- ❖ Vulnerability and Threat Analysis
- ❖ Risk Assessments
- ❖ Crime Predictions
- ❖ Business Impact Analysis
- ❖ Recovery Operations
- ❖ Establishment of Emergency Operation Center (EOC)
- ❖ Awareness & Training Plans
- ❖ Developing Continuity Management
- ❖ Incidental Management
- ❖ Maintaining Safeguards



RELIANCE SECURITY OFFICERS



APPEARANCE

Personal appearance is a major factor in establishing the image of a security force. The appearance of a security officer is extremely important. They are not only representing themselves, but also the Reliance Security and the Client.

Personal grooming is just as important as a professional looking uniform. Reliance Security has strict grooming requirements that must always be followed. The Field Supervisors and operations staff continually monitors these requirements. The specific requirements are:

- Female employees - Hair style, make-up, and jewelry must be worn in a neat and tasteful manner. Extremes of any kind will not be permitted.
- Male employees – Hair must be neat and well-trimmed on the sides and in the back and must be of a natural color. Mustaches must be neatly groomed and may not extend below the corners of the mouth or below the line of the upper lip. Employees must be clean-shaven during working hours.
- Properly uniformed well-groomed officers present the appearance of authority necessary to deal effectively with others.
- This appearance must be reflective of the standards of your company and ours.
- Uniforms are of the highest quality.
- Since our uniforms are obtained through a local supplier, each employee has their uniform custom fitted to insure the best appearance possible.
- We provide all foul weather gear, and when necessary appropriate safety gear.

A security officer must look like a professional to be treated like one. It is with great confidence that you will be as pleased with the appearance of our officers as you will be with our superior level of service.



JOB FIT PHILOSOPHY - ASSIGNING THE RIGHT PERSON TO THE RIGHT JOB

In keeping with our policy of "Assigning the Right Person to the Right Job", the following pre-employment standards will apply to anyone assigned to work at your facility.

- **ELIGIBILITY:** An applicant must have an associate degree, and/or Two Years of Experience in Security, Military and/or Law Enforcement Agency.
- **PERSONALITY** - Able to deal with your employees and visitors in a pleasant, helpful yet authoritative manner.
- **APPEARANCE** - Must be reflective of a responsible security officer. Good grooming standards must be apparent.
- **DEPENDABILITY** - Must have a demonstrated record of job reliability in their past work history.
- **INTEGRITY** - Verified through previous employers, police records checks, and psychological testing.
- **PROXIMITY TO JOB** - Must live within reasonable commuting distance from work. Insures timely attendance during adverse weather or emergencies.
- **TRANSPORTATION** - Access to private transportation required. Public transportation not always dependable.
- **COMMUNICATIONS** - Must have a home telephone.
- **EXPERIENCE** – Must have a related experience.
- **TRAINING** – Must have 20 hours for unarmed and 40 hours for armed position.





SCREENING, RECRUITING AND HIRING OF RELIANCE EMPLOYEES

One of the most important ingredients for an effective work force is to get the "Right Person for the Right Job." This is accomplished through comprehensive screening and recruiting procedures. Instead of "screening-out" undesirable candidates for jobs, Reliance Security concentrates on "screening-in" the best candidate. Matching the skills of the officer to the skill requirements needed for the job. Each candidate is evaluated and selected for work at a specific client account.

We continuously search for that extraordinary candidate by drawing from specialized labor pools, such as Law Enforcement Agencies and Security programs at community colleges as well as the Military.

Reliance Security exceeds all state requirements for background investigations and criminal history checks. We are committed to finding the right caliber of Officer for your facility and that commitment begins at the recruiting stage. The typical screening process could include:

- ❖ Background Analysis
- ❖ Employment Verification
- ❖ Illinois Driver's License Abstract
- ❖ Review of Company standards and account job specifications
- ❖ Telephone pre-screens
- ❖ Pre-qualification interview
- ❖ Personal reference check
- ❖ Client involvement and recommendations
- ❖ Proof of legal right to work
- ❖ Orientation testing and evaluation sessions
- ❖ Circuit Court Criminal History
- ❖ FBI and State Police Fingerprint Check
- ❖ State Police Criminal History
- ❖ Applicant application review
- ❖ 10-year employment background check
- ❖ Military records check
- ❖ State registration and fingerprinting
- ❖ Drug screening

TEAM STABILITY

It is our belief that no single factor causes personnel stability, but rather that it is the result of a well-planned program of personnel management. Our program designed to reduce turnover and create force stability includes:

- Proper personnel selection - "Fit the person to the job"
- Make certain the job and person are compatible
- Job responsibility - a clear delineation as to what you expect of each employee.
- Proper training to teach the skills necessary to do the job.
- Competent supervision.
- Adequate wage and benefit programs.
- Concern for the employee - a management attitude.
- Timely resolution of employee complaints.
- Equal and fair treatment for all.
- Recognition for superior performance.



REPORTING STANDARDS

No matter how good of a job an Officer does; if it's not documented, it never happened!

Extensive reporting procedures serve to strengthen any effective security strategy. Our Officers are trained not only to be keen observers of detail, but also to be extremely diligent in their reporting.

Subsequent analysis of these reports may prompt a review of the site's standing orders. In addition to a daily incident reporting, Reliance Security generates monthly reports of site occurrences that are submitted to the client and used to perform on-going site assessments. Besides allowing for the identification of potential problems, these reports also generate data that may identify important cost-saving opportunities for the building's overall security program.

The following reports and forms are utilized by Reliance Security:

- Daily Activity Report - Operations Log
- General Incident Report
- Arrest Report
- Dispatch Codes
- Court Attendance & Disposition Report
- Bar Notice
- Accident / Hazard Report
- Weekly & Monthly Incident Statistical Analysis
- Monthly Reports – Synopsis of incidents & Improvements Action Plans
- Annual Reports – Synopsis of incidents & Improvements Action Plans
- Safety Check List
- Vehicle Tow Report
- Vehicle Unlock Report - Release Authorization Form
- Vehicle Jump Start Report - Release Authorization Form
- Field Training Record - FTR
- Weekly, Probationary and annual reviews
- Monthly and Annual Activity Report
- Post Inspections Report - Completed by Corporate Field Inspectors
- Disciplinary Action Report
- Attendance Report



MONTHLY MEETINGS WITH THE CLIENTS

We value our clients and want to them to be 100% satisfied with the service we provide to them. As a result, we conduct monthly meetings with all our clients. One of our operations managers sets up a one-hour meeting with the supervisor to get the feedback.

We are not only doing these meetings to build an excellent relationship with our clients, but to gain a clear picture of client perceptions, challenges and degree of satisfaction with our service.

During these meeting, we let the client do most of the talking to provide us with as many details on performance as possible.

Our operations managers ask the following open-ended questions:

- Considering our work for you over the past month, please assign us a rating from one to ten, with ten being “exceptional in all areas.” Could you explain why you give us that rating?
- Have we delivered any service that has been less valuable or had less impact than you hoped for? Can you tell us where we came up short?
- Do we listen well? Are we sufficiently responsive? Can you offer an example of where we failed—or did more than expected?
- How might we make our relationship easier and more effective? Can we improve our service in any specific ways?
- What service has been most valuable to your company?
- What could we do to be more valuable to you and your organization?
- What are your priorities for the coming month?
- Looking ahead, are there particular issues that you’d like us to think about? Do you face any challenges we might help you find solutions for?

We use what we learned at the feedback meeting to formulate a plan for the coming month. We write a CCR (client contract report) recapping the meeting. We distribute to all account service team members for comment. We follow up on any action items.



QUALITY ASSURANCE DIVISION – QAD

Reliance Security maintains a dedicated Quality Assurance Division – QAD, similar to a traditional Police Department's Internal Affairs Division. The Quality Assurance Division is a direct representative of the President of the Corporation. Each member of the Department, regardless of rank or assignment, shall cooperate with the inspectors in a prompt and professional manner.

To ensure our reputation and our brand of excellence, Quality Assurance Division conducts random covert/overt site inspections and takes improved measurements to further enhance quality of our services.

The purpose of our QAD Inspectors is to promote effectiveness and economic growth with the inspection of: officers, procedures, offices and client locations. The results of this inspection reveal any unsatisfactory conditions, situations and actions.

We guarantee a minimum of two inspections a month. Quality Assurance Division gives us an opportunity to monitor quality, train, motivate and evaluate our employees during each inspection visit.

Quality Control: To ensure quality service, we utilize the following programs:

- Quality Assurance Program
- Customer satisfaction and survey program
- Inspections – audits program
- Integrity testing program
- Mystery shopping program

FIELD SUPERVISOR

- Reports to Corporate President
- Maintains liaison with client contact.
- First level of direct supervision of our employees.



- Has authority to direct the work performance of each person.
- Ensures full compliance with the terms of our contract with the client. Evaluates the effectiveness of employee's job performance.
- Interviews any new employee prior to assignment at that facility. Reviews all shift and incident reports and forwards them to client daily. When appropriate, reviews daily Electronic Patrol logs.
- Inspects facilities under their area of responsibility on a periodic basis.

EMERGENCY RESPONSE TEAM

Customer service is always #1 at Reliance Security. Our management team is on-call 24/7/365. When we are notified that a client needs additional officers or an emergency arises, Reliance Security provides a special division of our company known as Emergency Response Team.

Emergency Response Team is devised of several highly trained Officers, Field Supervisors, Managers, and the Owner. Our clients state that our responsiveness to security alerts and management's responsiveness to their needs and concerns put us far above the competition.

SAFETY PROGRAM

Safety has always been a priority for us, and we have the track record to prove it. We've introduced a comprehensive safety program designed to prevent injuries and illness on the job and have documented a significant reduction in frequency of both accidents and health related incidents. This translates to higher employee morale and lower insurance premiums, which we pass on to you. We strongly believe that the attention to safety shown by our employees has also made a positive impact on the safety of our clients' personnel.

A Safety Checklist can be customized and designed for your specific property. Our "Safety Checklist" could include sections such as fire hazards, safety hazards, and life safety equipment to include extinguishers, emergency lighting, and telephones.





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

State of West Virginia
 Centralized Request for Quote

Proc Folder: 1036518			Reason for Modification:
Doc Description: Security Guard Services for Regional Offices			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-04-29	2022-05-12 13:30	CRFQ 0802 DMV2200000009	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000040107.
 Vendor Name: RELIANCE SECURITY SERVICES.
 Address: 2288 ROXALANA ROAD
 Street:
 City: DUNBAR
 State: WEST VIRGINIA Country: USA. Zip: 25064.
 Principal Contact: ABE KHAN, CPP, CFE.
 Vendor Contact Phone: 424-420-9295. Extension:

FOR INFORMATION CONTACT THE BUYER
 David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Vendor Signature X  FEIN# 83-0740858. DATE 5-3-2022.

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

ADDITIONAL INFORMATION

The State of West Virginia Purchasing Division, is soliciting bids for the WV Division of Motor Vehicles, to establish an open-end contract for Security Guard Services at Regional Office Locations in WV, per the attached documentation.

Period of services will be from July 1, 2022 through June 30, 2023

INVOICE TO**SHIP TO**

DIVISION OF MOTOR
VEHICLES
5707 MACCORKLE AVE. S.E.,
SUITE 200

DIVISION OF MOTOR
VEHICLES
RECEIVING AND
PROCESSING
5707 MACCORKLE AVENUE,
S.E. SUITE 200
CHARLESTON WV
US

CHARLESTON
US

WV

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Security Guard Services - Charles Town Regional Office	2080.00000	HOUR		

Comm Code**Manufacturer****Specification****Model #**

92121504

Extended Description:

Security guard services for the Charles Town regional office.

INVOICE TO**SHIP TO**

DIVISION OF MOTOR
VEHICLES
5707 MACCORKLE AVE. S.E.,
SUITE 200

DIVISION OF MOTOR
VEHICLES
PURCHASING/ACCOUNTS
PAYABLE
1317 HANSFORD ST
CHARLESTON WV
US

CHARLESTON
US

WV

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Security Guard Services - Martinsburg Regional Office	2352.00000	HOUR		

Comm Code**Manufacturer****Specification****Model #**

92121504

Extended Description:

Security guard services for the Martinsburg regional office.

INVOICE TO		SHIP TO	
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200 CHARLESTON WV US		DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Security Guard Services - Moundsville Regional Office	2080.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
 Security guard services for the Moundsville regional office.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Vendor Technical Questions due by 10:00 am est.	2022-05-05

	Document Phase	Document Description	Page
DMV2200000009	Final	Security Guard Services for Regional Offices	4

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

abe.khan@reliancesecurityonline.com

From: l.chase . <l.chase@reliancesecurityonline.com>
Sent: Monday, May 2, 2022 1:30 PM
To: Abe Khan
Subject: Fw: ADVMAIL: YOUR REQUEST FOR VSS REGISTRATION HAS BEEN RECEIVED

----- Forwarded Message -----

From: "notifications@wvoasis.gov" <notifications@wvoasis.gov>
To: "L.CHASE@RELIANCESECURITYONLINE.COM" <L.CHASE@RELIANCESECURITYONLINE.COM>
Sent: Wednesday, March 30, 2022, 07:46:22 AM EDT
Subject: ADVMAIL: YOUR REQUEST FOR VSS REGISTRATION HAS BEEN RECEIVED

Logan Wriston:

Congratulations, you have successfully submitted a request for registration in wvOASIS Vendor Self Service(VSS).

The following are some details about your VSS account:

Your User ID is: RSS
Your Legal Business Name is: Reliance Security Services
Your Vendor Number is: VS0000040107

If you have any questions, please contact the wvOASIS Help Desk at 855-666-8823.

State of West Virginia



CERTIFICATE OF SECURITY GUARD FIRM

I, Mac Warner, Secretary of State of the
State of West Virginia, hereby certify that

Abdul Moid Khan

of

Reliance Security Services
5744 W Irving Park Road
Chicago IL 60634

is hereby licensed to conduct the business and engage in the business of Security Guard Firm in the State of West Virginia, under the provisions of and in compliance with Chapter 30, Article 18 of the West Virginia Code. This Certificate shall be in effect and valid from 03/12/2021 to 03/12/2023 unless suspended or revoked thereto, in accordance with the provisions of the West Virginia Code.

This license cannot be transferred



Given under my hand and the Great
Seal of the State of West Virginia
on Friday, March 12, 2021

Mac Warner

Mac Warner
West Virginia Secretary Of State

F210312007544

Secretary of State
Bldg.1, Suite 157-K
1900 Kanawha Blvd. East
Charleston, WV 25305-0770

F210312007544

Phone: 304-558-6000
866-767-8683
Visit us online:
www.wvsos.com