



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.

Jump to: PRCUID

Home Personalize Accessibility App Help About

Welcome, Christopher W Seckman

Solicitation Response(SR) Dept: 1400 ID: ESR05082500000006883 Ver.: 1 Function: New Phase: Final Modified by batch , 05/12/2025

Header #9

General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 1666136

Procurement Type: Central Purchase Order

Vendor ID: VS0000046046

Legal Name: Overneath Creative Collective LLC

Alias/DBA: Overneath Creative

Total Bid: \$100,000.00

Response Date: 05/09/2025

Response Time: 15:39

Responded By User ID: overneathcc

First Name: Gordon

Last Name: van Gent

Email: gordon@overneath.com

Phone: 7575810200

SO Doc Code: CRFQ

SO Dept: 1400

SO Doc ID: AGR2500000019

Published Date: 5/5/25

Close Date: 5/12/25

Close Time: 13:30

Status: Closed

Solicitation Description: Video Production Services

Total of Header Attachments: 9

Total of All Attachments: 9

List View



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:** 1666136  
**Solicitation Description:** Video Production Services  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2025-05-12 13:30	SR 1400 ESR05082500000006883	1

**VENDOR**  
VS0000046046  
Overneath Creative Collective LLC

**Solicitation Number:** CRFQ 1400 AGR2500000019  
**Total Bid:** 100000  
**Response Date:** 2025-05-09  
**Response Time:** 15:39:22  
**Comments:** We have included a short proposal document about who we are as part of our submission.

**FOR INFORMATION CONTACT THE BUYER**

Larry D McDonnell  
304-558-2063  
larry.d.mcdonnell@wv.gov

Vendor Signature X	FEIN#	DATE
-----------------------	-------	------

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	Contract Services Deliverable #1				99000.00

Comm Code	Manufacturer	Specification	Model #
82131603			

**Commodity Line Comments:** It was a bit challenging to isolate the costs outlined in 4.1.2 specific to drone services, as our Director of Photography (DP) team members who would be on-site for filming are all FAA-certified drone operators. While the drone is part of our standard equipment kit, weve structured our pricing to reflect a separate \$1,000 charge for drone use, shown under Line 2. There is no pricing adjustment to our DP day rates in Line 1, as those are already fully included in the 4.1.1 scope.

**Extended Description:**

4.1.1 Contract Services Deliverable #1  
For further details see attached documentation.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Services Deliverable #2				1000.00

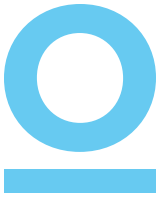
Comm Code	Manufacturer	Specification	Model #
82131603			

**Commodity Line Comments:** It was a bit challenging to isolate the costs outlined in 4.1.2 specific to drone services, as our Director of Photography (DP) team members who would be on-site for filming are all FAA-certified drone operators. While the drone is part of our standard equipment kit, weve structured our pricing to reflect a separate \$1,000 charge for drone use, shown under Line 2. There is no pricing adjustment to our DP day rates in Line 1, as those are already fully included in the 4.1.1 scope.

**Extended Description:**

4.1.2 Contract Services Deliverable #2  
For further details see attached documentation.





# PROJECT PROPOSAL

WV CONSERVATION AGENCY//VIDEO PRODUCTION

**Prepared by** Gordon van Gent

**Estimate Number** 3033

**Estimate Date** 5/09/25

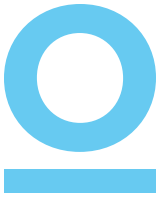
**Valid for** 90 Days

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**Cover Letter - from Gordon van Gent**

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May 9, 2025

To the West Virginia Conservation Agency team,

Thank you for the opportunity to respond to your request for video production services in support of the Grazing Lands Conservation Initiative (GLCI). Overneath Creative is a seasoned video production firm with extensive experience producing educational, testimonial, and location-based video content for government agencies, universities, and corporate partners.

We have structured our bid to meet the full scope of Deliverables #1 and #2 as outlined in Sections 4.1.1 and 4.1.2 of the solicitation. Our team includes FAA-certified drone operators, seasoned directors, and editors with the capacity to execute the 13 required videos on schedule and within the standard production quality parameters.

The total value of our proposal is \$100,000, with \$99,000 allocated to Deliverable #1 and \$1,000 to Deliverable #2, representing drone availability and integration. No additional costs will be incurred beyond this bid amount.

We've included a concise profile of our team, our past experience with similar scopes of work, and a link to our portfolio. We are confident in our ability to partner successfully with WVCA and deliver content that serves your educational and outreach goals.

Sincerely,

Gordon van Gent  
President, Overneath Creative



overneath creative  
4000 Portage St. GL2  
Kalamazoo, MI 49001

hello@overneath.com  
269.903.3103  
overneath.com

A person is operating a professional video camera mounted on a gimbal. The camera has a large lens and various attachments, including a microphone and a monitor. The person is wearing a striped shirt and is holding the gimbal. The background is dark and out of focus.

# MEET YOUR CREATIVE TEAM



# About Us

## OUR VISION & MISSION

Find the heart. Move people. Inspire Action

We exist to **"MAKE WHAT MOVES YOU."** Our crew of passionate creatives uses visual media to bring your vision to life. Our goal is to come alongside your organization. To help. To guide. To create. We will use our expertise and experience in large-scale film production, art design, animation, and campaign execution to make sure you stand out.

## OUR BACKGROUND

Overneath has been crafting high-quality video & audio since 2010. We began with a couple of Kalamazoo-bred, Western Michigan University grads and have flourished into a dynamic production house with full-time staff and multiple contractors.

With a team that consists of dedicated personnel specializing in directing, camera, editing, producing, color, animation, sound design, and project management - we are capable of tackling projects and campaigns of all sizes.

# Services



## CREATIVE DEVELOPMENT + CAMPAIGN DIRECTION

We have experience creating successful campaigns with Fortune 500 companies as well as ambitious start-ups and local firms. Our team can develop creative concepts, storyboard, script, schedule & plan out every critical detail.



## VIDEO + PHOTOGRAPHY

After we meet your vision during the creative phase, we capture your visuals with our professional team of creatives. Our production teams (complete with experienced directors, DPs, lighting grips, and audio techs) can scale up or down depending on your project needs.



## POST-PRODUCTION + ANIMATION

We have an experienced staff of editors, animators, and audio engineers. Rest assured that all of the painstaking work that has gone into developing and executing your project will be woven together with finesse expertise.



## IN-HOUSE FINISHING PROFESSIONALS

One of the distinct advantages of partnering with Overneath is our in-house professional color and audio services. Develop the final look of your images and create a soundscape to engage your listener. We can even create custom music for your project. Now your videos will look AND sound amazing.

# Meet Your Primary Crew



**Drew Raklovits**  
Creative Director + Co-Founder

*A big fan of telling stories, making things, superfluous tech advancements, Qdoba, King Fergus (my 8 lb doggo), my spectacular wife, and Trader Joe's frozen meals.*

*Drew is the primary director and lead editor.*

BA Communications  
MA Media and Communications



**Gordon van Gent**  
President + Co-Founder

*Manager of business, maker of music, master of sounds, and flyer of planes, reader of books, TV binger, children fatherer and wife husbander. Occasionally watches football.*

*Gordon is the business manager and lead audio engineer/sound designer. Licensed commercial drone pilot*

BA - Music  
MM - Music Composition



**Emma France**  
Producer + Director

*Production ringleader, social media guru, video game enthusiast, avid roller-skater, breakfast foodie and TV crime junkie!*

*Emma is a producer/project manager and a director.*

BA - Film Video and Media Studies



**Sarah Kutchinski**  
Producer + Asst. Editor

*Project coordinator, media manager, devoted reader, avid concertgoer, and Phoebe Waller-Bridge's biggest admirer. A fan of idioms, but will most likely get them wrong.*

*Sarah is a producer/project manager and editor.*

BA - Media and Information, Film Studies



**Landon Lacey**  
Filmmaker + Colorist

*Lighting and camera wizard, movie buff, maker of ice cream, and world traveler. Will talk your ear off about British music and television—do not approach.*

*Landon is the director of photography and lead camera as well as the colorist.*



**Jeremy Davidson**  
Animator + Videographer

*Creator of keyframes, smoker of meats, and hero of Hyrule. A proud husband and father. Loves kayaking, cooking, and singing showtunes.*

*Jeremy is the animator and will also work on camera team and grip team.*

BA - Film Video and New Media  
MA - Communication



**Gabriel Walker**  
Editor + Videographer

*Footage wrangler, first of his name. Player of games, maker of podcasts, reader of books and comics. Lover of animals and husband to Samantha. Movie watcher. Occasionally funny.*

*Gabriel is on the grip and audio team and is the assistant editor*

BS - Television and Digital Media Production

# Clients

We have had the pleasure of working with over 200+ incredible clients over the years. We put the same creative effort into every project, whether a local non-profit, brand new start-up, a major university, or a Fortune 500 company. We LOVE our clients!





# Client Case Study - South Dakota



2022-Present  
**STATE GOVERNMENT VIDEOS**

## DEPARTMENT OF EDUCATION // DEPARTMENT OF HUMAN SERVICES

Following our selection through an RFP process, the Department of Education and various other departments in South Dakota have repeatedly engaged Overneath for additional video projects to promote their initiatives. These projects have taken us across South Dakota, allowing us to collaborate with a diverse group of individuals with special needs and highlight the crucial work carried out by each department.



[CLICK TO VIEW VIDEO](#)

## 16+ Videos

The videos, showcasing a range of providers, services, and facility tours, play a key role in the State of South Dakota's campaign to promote the offerings of the Department of Education and the Department of Human Services.

## Sensitive Environments

Our collaboration with these departments enabled us to engage with a diverse group of subjects requiring special consideration for sensory needs, mobility, and anxiety relief. Thanks to effective partnerships with the departments, we successfully accommodated all our subjects' needs.



# Testimonials

## Dave Osborn

Brand Manager / Stryker

*"Solid price, solid timeline, and a great value. You knew our budget and you helped us put a plan together at a price almost half that. That goes a long way in my book towards strengthening our partnership. Thank you for keeping honesty and integrity alive and well in the American business landscape."*

.....

## Baylee Sinner

Video Producer / Amazon Business

*"Working with Overneath was a fantastic experience. Everyone on the crew was very skilled, professional, and enjoyable to be around."*

.....

## Eric Hines

Founder / Inovelli

*"These guys are awesome. Really glad we went with them for our advertising campaign. We're sticking with them..."*

## Nicole Marques

Marketing Manager / Miller-Davis

*"From the beginning. Gordon listened to our needs and gave us exactly what we needed... Working with Overneath was easy. We were on a short deadline and they exceeded our expectations. You are excellent communicators, which also made things seamless. The best part is how fun it is to make a video with you all! Your team is the best."*

.....

## Jessie Marotte

PM / DDM Marketing + Communications

*"Working with Emma and Drew was a pleasure. Things took a bit of a turn on timelines, as they often do, but the team handled it like pros and we ended up with a great final product that Amway is just thrilled with."*

# References

YOU MAY CONTACT ANY OF THESE WONDERFUL PEOPLE

## STATE OF SOUTH DAKOTA - DEPARTMENT OF EDUCATION

*(Birth to Three Video Production Services - RFP #2493)*

Sarah Carter - Administrator, Office of Early Childhood Services

Sarah.carter@state.sd.us

605.773.4478

## WESTERN MICHIGAN UNIVERSITY

*(10 Years of Broadcast Commercials, Streaming Events, Fine Arts Performance Production and more)*

Kim Nelson - Director of University Creative Services

kim.nelson@wmich.edu

269.365.1812

## KELLOGG COMPANY

*(10 Years of Recruitment Videos, Brand Service Videos)*

Rex Pickar - Manager of Employer Brand and Recruitment Marketing

Rex.Pickar@kellogg.com

269.937.6286

## BRONSON HEALTHCARE

*(9 Years of Provider Highlight Videos, Broadcast Commercials, Service Highlight Videos)*

Erin Smith - Communications Specialist, Corporate Communications

SMITHER@bronsonhg.org

269.341.8574

# Production Reel + Portfolio

CLICK TO VIEW PORTFOLIO

[HTTPS://OVERNEATH.COM/VIDEO/PORTFOLIO/](https://overneath.com/video/portfolio/)

[HTTPS://WWW.YOUTUBE.COM/C/OVERNEATHCREATIVE](https://www.youtube.com/c/overneathcreative)

overneath creative  
4000 Portage St. GL2  
Kalamazoo, MI 49001

hello@overneath.com  
269.903.3103  
overneath.com



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ AGR25\*19**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

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

Overneath Creative

\_\_\_\_\_  
Company



\_\_\_\_\_  
Authorized Signature

05/09/2025

\_\_\_\_\_  
Date

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



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  
Agricultural

**Proc Folder:** 1666136

**Doc Description:** Video Production Services

**Reason for Modification:**

To post Addendum 02

**Proc Type:** Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2025-05-05	2025-05-12 13:30	CRFQ 1400 AGR2500000019	3

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :** Overneath Creative Collective LLC dba Overneath Creative

**Address :** 4000 Portage St, Suite GL2

**Street :** Portage St

**City :** Kalamazoo

**State :** MI

**Country :**USA

**Zip :** 49001

**Principal Contact :** Gordon van Gent

**Vendor Contact Phone:** 269-903-3103

**Extension:** 720

**FOR INFORMATION CONTACT THE BUYER**

Larry D McDonnell  
304-558-2063  
larry.d.mcdonnell@wv.gov

**Vendor Signature X**  **FEIN#** 46-4573735

**DATE** 5/9/2025

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

<b>ADDITIONAL INFORMATION</b>
Addendum 02: To attach answers to vendor questions.
To revise the following sections in the specifications (see attached): Section 4.1.2.1 Section 5.2
Corrections / modifications to commodity lines 1 and 2.
Bid opening date has been extended from 05/07/2025 to 05/12/2025.
The bid opening time still remains at 1:30PM EST/EDT
No other changes

<b>INVOICE TO</b>	<b>SHIP TO</b>
WEST VIRGINIA CONSERVATION AGENCY 1900 KANAWHA BLVD E  CHARLESTON WV US	WEST VIRGINIA CONSERVATION AGENCY WEST VIRGINIA CONSERVATION AGENCY 255 GUS R DOUGLASS LN CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Services Deliverable #1				

<b>Comm Code</b>	<b>Manufacturer</b>	<b>Specification</b>	<b>Model #</b>
82131603			

**Extended Description:**  
4.1.1 Contract Services Deliverable #1  
  
For further details see attached documentation.



INVOICE TO			SHIP TO		
WEST VIRGINIA CONSERVATION AGENCY 1900 KANAWHA BLVD E			WEST VIRGINIA CONSERVATION AGENCY WEST VIRGINIA CONSERVATION AGENCY 255 GUS R DOUGLASS LN		
CHARLESTON		WV	CHARLESTON		WV
US			US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Services Deliverable #2				

Comm Code	Manufacturer	Specification	Model #
82131603			

**Extended Description:**  
 4.1.2 Contract Services Deliverable #2  
 For further details see attached documentation.

SCHEDULE OF EVENTS		
<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Questions Due by 2:00PM EST/EDT	2025-04-23

	Document Phase	Document Description	Page 4
AGR2500000019	Final	Video Production Services	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.  
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Overneath Creative Collective LLC</b>	
2 Business name/disregarded entity name, if different from above.	
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>S</b> <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
5 Address (number, street, and apt. or suite no.). See instructions. <b>4000 Portage St. Ste GL2</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Kalamazoo, MI 49001</b>	
7 List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

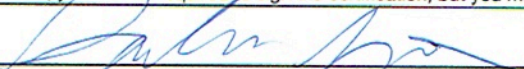
<b>Social security number</b>	
<div></div>	<div></div>
or	
<b>Employer identification number</b>	
<div>4</div>	<div>6</div>
<div>-</div>	<div>4</div>
<div>5</div>	<div>7</div>
<div>3</div>	<div>7</div>
<div>3</div>	<div>5</div>

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person 	Date <b>1/1/2025</b>
------------------	--	----------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Ted Hartleb Agency 5840 King Hwy  Kalamazoo MI 49048		<b>CONTACT NAME:</b> Rob Koets <b>PHONE (A/C, No, Ext):</b> 269-385-5911 <b>E-MAIL ADDRESS:</b> robkoets@hartlebagency.com <b>FAX (A/C, No):</b> 269-385-3370	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Emc Prop & Cas Ins Co	
		<b>INSURER B:</b> Employers Mut Cas Co	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:** 20250124161358929**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	Y	5D41704	01/01/2025	01/01/2026	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:							\$
B	<b>AUTOMOBILE LIABILITY</b>	Y	Y	5E41704	01/01/2025	01/01/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$ -
	<input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$ -
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$ -
							\$	
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR	Y	Y	5J41704	01/01/2025	01/01/2026	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$ 1,000,000
							\$ -	
	DED RETENTION \$							
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	N/A	N	5H41704	01/01/2025	01/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B	Rented Equipment	Y	N	5C41704	01/01/2025	01/01/2026	Property Damage	\$30,000

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

**CERTIFICATE HOLDER****CANCELLATION**

Insured Copy

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

AUTHORIZED REPRESENTATIVE

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I **UNITED STATES OF AMERICA** XI  
DEPARTMENT OF TRANSPORTATION • FEDERAL AVIATION ADMINISTRATION

IV NAME

GABRIEL MORGAN WALKER

VI NATIONALITY USA

SEX HEIGHT WEIGHT HAIR EYE  
M 74 315 BROWN HAZEL

IX HAS BEEN FOUND PROPERLY QUALIFIED TO EXERCISE THE PRIVILEGES OF

II REMOTE PILOT

III CERTIFICATE NUMBER

X DATE OF ISSUE

6 NOV 2024

XIV

VIII

ADMINISTRATOR



# UNITED STATES OF AMERICA

XI

DEPARTMENT OF TRANSPORTATION • FEDERAL AVIATION ADMINISTRATION

IV NAME

GORDON MICHAEL VAN GENT

VI NATIONALITY USA

SEX HEIGHT WEIGHT HAIR EYES  
M 72 270 BROWN BLUE

IX HAS BEEN FOUND PROPERLY QUALIFIED TO EXERCISE THE PRIVILEGES OF

II REMOTE PILOT

III CERTIFICATE NUMBER

X DATE OF ISSUE

21 APR 2021

XIV

VIII



ADMINISTRATOR



U

A

S

GORDON MICHAEL VAN GENT

XII RATINGS

4505230

REMOTE PILOT

SMALL UNMANNED AIRCRAFT SYSTEM

XIII LIMITATIONS

U  
A  
S

VII SIGNATURE  
OF HOLDER



I **UNITED STATES OF AMERICA** XI

DEPARTMENT OF TRANSPORTATION • FEDERAL AVIATION ADMINISTRATION

IV NAME

**LONDON ALLEN LACEY**

V ADDRESS

VI NATIONALITY USA

SEX HEIGHT WEIGHT HAIR  
M 72 180 BLOND

EYES  
BLUE

IX HAS BEEN FOUND PROPERLY QUALIFIED TO EXERCISE THE PRIVILEGES OF

II **REMOTE PILOT**

III CERTIFICATE NUMBER

X DATE OF ISSUE

XIV

VIII

*Billy Nadeau*  
**ACTING ADMINISTRATOR**



U

A

S





# Small UAS Certificate of Registration

Registered Owner: Gordon van Gent

UAS Manufacturer: DJI

UAS Model: Mavic 3 Pro Cine

Serial Number: 1581F6MK724B2004S032

Registration Number: FA3XKCA3WT

Issued: 01/29/2025

Expires: 01/29/2028



*This Small UAS Certificate of Registration **is not an authorization to conduct flight operations** with an unmanned aircraft. Operations must be conducted in accordance with applicable FAA requirements. The operator of the aircraft is responsible for knowing and understanding what those requirements are. For more information on flying requirements, please visit the FAA website at [\*\*www.faa.gov/uas\*\*](http://www.faa.gov/uas).*

*For U.S. citizens, permanent residents, and certain non-citizen U.S. corporations, this document constitutes a Certificate of Registration. For all others, this document represents a recognition of ownership.*

*Operators of unmanned aircraft must ensure they comply with the appropriate safety authority from the FAA and economic authority from the DOT.*