



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

State of West Virginia
Master Agreement

Order Date: 2019-06-07

CORRECT ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS
 ORDER SHOULD BE DIRECTED TO
 THE DEPARTMENT CONTACT.

Order Number: CMA 0212 0212 TEMP16A	Procurement Folder: 235238
Document Name: Change Order #3 - STATEWIDE CONTRACT TEMP16A	Reason for Modification:
Document Description: TEMPORARY STAFFING SERVICES (Original PF: 211609)	CO#3 is issued to renew the original contract and remove the Painter Classification from the TEMP16 Award Synopsis for Regions 1 thru 4 (Rev. 07/15/2019). No Other Changes
Procurement Type: Central Master Agreement	
Buyer Name: Charles D Barnette	
Telephone: (304) 558-0145	
Email: charles.barnette@courtsww.gov	
Shipping Method: Best Way	Effective Start Date: 2016-07-15
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2020-07-14

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE CHARLESTON WV 25302-1702 US Vendor Contact Phone: (304) 205-7970 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Charles D Barnette Requestor Phone: (304) 558-2566 Requestor Email: charles.d.barnette@wv.gov

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

AGENCY COPY

Total Order Amount Open End

PURCHASING DIVISION AUTHORIZATION SIGNED BY: <i>Tara Hylle</i> DATE: <i>JUN 10 2019</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM SIGNED BY: <i>[Signature]</i> DATE: <i>6/18/19</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION SIGNED BY: <i>Beverly Toler</i> DATE: <i>JUN 10 2019</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 03: is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

AND

To remove the Painter Classification from the TEMP16 Award Synopsis for Regions 1 thru 4 (Revised 07/15/2019).

Effective Date of Renewal: July 15, 2019 through July 14, 2020.

Renewals remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111613			HOUR	\$0.000000
	Service From	Service To			

Commodity Line Description: TEMPORARY EMPLOYEE SERVICES

Extended Description:

See Synopsis Award Pages (Revised 07/15/2019) for contract pricing.



ALLAN MCVEY
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS
DIRECTOR

May 01, 2019

Mary Jones, Contract Manager
WVARF, Inc.
710 Central Avenue
Charleston, WV 25302-1702

Subject: WV Statewide Contract No.: TEMP16A

Dear Ms. Jones:

The State of West Virginia is offering to renew subject contract under the same terms, conditions and pricing. The renewal dates are July 15, 2019 through July 14, 2020. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible.

Also attached is an **Affidavit** that is to be part of the purchase order and is required to be signed and dated.

We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

Caron D. Jones

Name/Signature

5/02/2019

Date

Executive Director

Title

Please call if you have any questions.

Very truly yours,

Mark A. Atkins

Senior Buyer, WVPBC
West Virginia Department of Administration
Purchasing Division
2019 Washington Street, East
POB 50130
Charleston, WV 25305-0130

Phone: 304.558.2307

Fax: 304.558-4115

Email: Mark.A.Atkins@wv.gov

Attachment

SYNOPSIS AWARD LEVELS 1-3

TEMP16
Temporary Staffing Services

Hancock	Brooke	Ohio	Marshall	Wetzel	Monongalia	Marion	Harrison	Dodridge	Gilmer	Pleasants	Calhoun	Wirt	Wood	Tyler	Ritchie
		AWARD LEVEL 1		AWARD LEVEL 2		AWARD LEVEL 3									
CLASSIFICATION		VENDOR	RATE \$	VENDOR	RATE \$	VENDOR	RATE \$								
Accounting Technician 2		WVARF	\$ 14.90	EXPRESS Emp	\$ 12.33	KELLY Svcs	\$ 13.86								
Administrative Services Assistant 1		WVARF	\$ 15.46	EXPRESS Emp	\$ 12.33	KELLY Svcs	\$ 12.60								
Administrative Services Assistant 2		WVARF	\$ 15.81	EXPRESS Emp	\$ 13.18	KELLY Svcs	\$ 13.86								
Cook		WVARF	\$ 13.00	EXPRESS Emp	\$ 12.33	22nd CENTURY	\$ 12.94								
Custodian		WVARF	\$ 13.00	KELLY Svcs	\$ 11.97	EXPRESS Emp	\$ 12.33								
Data Entry Operator2		WVARF	\$ 14.05	KELLY Svcs	\$ 12.60	SAUNDERS	\$ 12.63								
Executive Secretary		WVARF	\$ 16.86	EXPRESS Emp	\$ 14.61	KELLY Svcs	\$ 14.62								
Groundskeeper		WVARF	\$ 13.00	KELLY Svcs	\$ 12.23	EXPRESS Emp	\$ 12.33								
Health Service Worker		WVARF	\$ 14.05	EXPRESS Emp	\$ 14.04	22nd CENTURY	\$ 16.03								
Laboratory Assistant 3		EXPRESS Emp	\$ 12.33	22nd CENTURY	\$ 12.65	MANPOWER	\$ 13.88								
Laborer		WVARF	\$ 13.00	KELLY Svcs	\$ 11.34	EXPRESS Emp	\$ 12.33								
Mail Runner		WVARF	\$ 12.65	KELLY Svcs	\$ 11.34	SAUNDERS	\$ 11.95								
Office Assistant 2		WVARF	\$ 13.49	KELLY Svcs	\$ 11.34	SAUNDERS	\$ 12.09								
Office Assistant 3		WVARF	\$ 14.90	KELLY Svcs	\$ 11.97	SAUNDERS	\$ 12.45								
Painter		WVARF	\$ 14.05	22nd CENTURY	\$ 12.58	ADECCO	\$ 12.64	CLASSIFICATION REMOVED - CHANGE ORDER #3							
Paralegal		EXPRESS Emp	\$ 14.32	22nd CENTURY	\$ 17.97	KELLY Svcs	\$ 18.27								
Parking Attendant		WVARF	\$ 13.00	KELLY Svcs	\$ 11.34	EXPRESS Emp	\$ 12.33								
Word Processor		WVARF	\$ 13.49	KELLY Svcs	\$ 11.82	SAUNDERS	\$ 12.36								
----- Region 1 Awards: -----															
CONTRACTS		COUNTIES		KEY:		Removed from contract - CO#3									
CMA 0212 0212 TEMP16A WVARF		ALL													
CMA 0212 0212 TEMP16B KELLY SVCS		ALL													
CMA 0212 0212 TEMP16C EXPRESS EMPLOYMENT PROFESSIONALS		ALL													
CMA 0212 0212 TEMP16D SAUNDERS STAFFING		ALL													
CMA 0212 0212 TEMP16E 22nd CENTURY TECHNOLOGIES		ALL													
CMA 0212 0212 TEMP16F ADECCO		ONLY		Hancock, Brooke, Ohio, Marshall, Wetzel, Monongalia, Marion, Pleasants, Wood, Ritchie,											
CMA 0212 0212 TEMP16G MANPOWER OF WV		ONLY		Monongalia, Marion, Harrison, Dodridge, Gilmer, Pleasants, Wirt, Wood, Tyler, Ritchie.											
Effective Date: 07/15/2016															

SYNOPSIS AWARD LEVELS 1-3

TEMP16
Temporary Staffing Services

Mason	Cabell	Wayne	Mingo	Logan	Boone	Lincoln	Kanawha	Putnam	Roane	Jackson				
		AWARD LEVEL 1		AWARD LEVEL 2		AWARD LEVEL 3								
CLASSIFICATION		VENDOR	RATE \$	VENDOR	RATE \$	VENDOR	RATE \$							
Accounting Technician 2		WVARF	\$ 14.90	EXPRESS Emp	\$ 12.33	KELLY Svcs	\$ 13.86							
Administrative Services Assistant 1		WVARF	\$ 15.46	EXPRESS Emp	\$ 12.33	KELLY Svcs	\$ 12.60							
Administrative Services Assistant 2		WVARF	\$ 15.81	EXPRESS Emp	\$ 13.18	KELLY Svcs	\$ 13.86							
Cook		WVARF	\$ 13.00	EXPRESS Emp	\$ 12.33	22nd CENTURY	\$ 12.94							
Custodian		WVARF	\$ 13.00	KELLY Svcs	\$ 11.97	EXPRESS Emp	\$ 12.33							
Data Entry Operator2		WVARF	\$ 14.05	KELLY Svcs	\$ 12.60	SAUNDERS	\$ 12.63							
Executive Secretary		WVARF	\$ 16.86	EXPRESS Emp	\$ 14.61	KELLY Svcs	\$ 14.62							
Groundskeeper		WVARF	\$ 13.00	KELLY Svcs	\$ 12.23	EXPRESS Emp	\$ 12.33							
Health Service Worker		WVARF	\$ 14.05	EXPRESS Emp	\$ 14.04	22nd CENTURY	\$ 16.03							
Laboratroy Assistant 3		EXPRESS Emp	\$ 12.33	22nd CENTURY	\$ 12.65	MANPOWER	\$ 13.88							
Laborer		WVARF	\$ 13.00	KELLY Svcs	\$ 11.34	EXPRESS Emp	\$ 12.33							
Mail Runner		WVARF	\$ 12.65	KELLY Svcs	\$ 11.34	SAUNDERS	\$ 11.95							
Office Assistant 2		WVARF	\$ 13.49	KELLY Svcs	\$ 11.34	SAUNDERS	\$ 12.09							
Office Assistant 3		WVARF	\$ 14.90	KELLY Svcs	\$ 11.97	SAUNDERS	\$ 12.45							
Painter		WVARF	\$ 14.05	22nd CENTURY	\$ 12.58	ADECCO	\$ 12.64	CLASSIFICATION REMOVED - CHANGE ORDER #3						
Paralegal		EXPRESS Emp	\$ 14.32	22nd CENTURY	\$ 17.97	KELLY Svcs	\$ 18.27							
Parking Attendant		WVARF	\$ 13.00	KELLY Svcs	\$ 11.34	EXPRESS Emp	\$ 12.33							
Word Processor		WVARF	\$ 13.49	KELLY Svcs	\$ 11.82	SAUNDERS	\$ 12.36							
Region 2 Awards:														
CONTRACTS				COUNTIES		KEY:		Removed from contract - CO#3						
CMA 0212 0212 TEMP16A WVARF				ALL										
CMA 0212 0212 TEMP16B KELLY SVCS				ALL										
CMA 0212 0212 TEMP16C EXPRESS EMPLOYMENT PROFESSIONALS				ALL										
CMA 0212 0212 TEMP16D SAUNDERS STAFFING				ALL										
CMA 0212 0212 TEMP16E 22nd CENTURY TECHNOLOGIES				ALL										
CMA 0212 0212 TEMP16F ADECCO				ONLY				Mason, Cabell, Wayne, Logan, Boone, Lincoln, Kanawha, Putnam, Roane, Jackson.						
CMA 0212 0212 TEMP16G MANPOWER OF WV				ALL										
Effective Date: 07/15/2016														

SYNOPSIS AWARD LEVELS 1-3

TEMP16
Temporary Staffing Services

Lewis	Upshur	Randolph	Pendelton	Hardy	Grant	Hampshire	Mineral	Morgan	Berkeley	Jefferson	Tucker	Barbour	Taylor	Preston			
		AWARD LEVEL 1		AWARD LEVEL 2		AWARD LEVEL 3											
CLASSIFICATION		VENDOR	RATE \$	VENDOR	RATE \$	VENDOR	RATE \$										
Accounting Technician 2		WVARF	\$ 14.90	EXPRESS Emp	\$ 12.33	KELLY Sves	\$ 13.86										
Administrative Services Assistant 1		WVARF	\$ 15.46	EXPRESS Emp	\$ 12.33	KELLY Sves	\$ 12.60										
Administrative Services Assistant 2		WVARF	\$ 15.81	EXPRESS Emp	\$ 13.18	KELLY Sves	\$ 13.86										
Cook		WVARF	\$ 13.00	EXPRESS Emp	\$ 12.33	22nd CENTURY	\$ 12.94										
Custodian		WVARF	\$ 13.00	KELLY Sves	\$ 11.97	EXPRESS Emp	\$ 12.33										
Data Entry Operator2		WVARF	\$ 14.05	KELLY Sves	\$ 12.60	SAUNDERS	\$ 12.74										
Executive Secretary		WVARF	\$ 16.86	EXPRESS Emp	\$ 14.61	KELLY Sves	\$ 14.62										
Groundskeeper		WVARF	\$ 13.00	KELLY Sves	\$ 12.23	EXPRESS Emp	\$ 12.33										
Health Service Worker		WVARF	\$ 14.05	EXPRESS Emp	\$ 14.04	22nd CENTURY	\$ 17.47										
Laboratroy Assistant 3		EXPRESS EMP	\$ 12.33	22nd CENTURY	\$ 12.65	MANPOWER	\$ 13.88										
Laborer		WVARF	\$ 13.00	KELLY Sves	\$ 11.34	EXPRESS Emp	\$ 12.33										
Mail Runner		WVARF	\$ 12.65	KELLY Sves	\$ 11.34	SAUNDERS	\$ 12.05										
Office Assistant 2		WVARF	\$ 13.49	KELLY Sves	\$ 11.34	SAUNDERS	\$ 12.20										
Office Assistant 3		WVARF	\$ 14.90	KELLY Sves	\$ 11.97	SAUNDERS	\$ 12.56										
Painter		WVARF	\$ 14.05	22nd CENTURY	\$ 12.58	MANPOWER	\$ 15.75	CLASSIFICATION REMOVED - CHANGE ORDER #3									
Paralegal		EXPRESS EMP	\$ 14.32	22nd CENTURY	\$ 17.97	KELLY Sves	\$ 18.27										
Parking Attendant		WVARF	\$ 13.00	KELLY Sves	\$ 11.34	EXPRESS Emp	\$ 12.33										
Word Processor		WVARF	\$ 13.49	KELLY Sves	\$ 11.82	SAUNDERS	\$ 12.47										

Region 3 Awards:																	

CONTRACTS																	
CMA 0212 0212 TEMP16A WVARF																	
CMA 0212 0212 TEMP16BB KELLY SERVICES																	
CMA 0212 0212 TEMP16C EXPRESS EMPLOYMENT PROFESSIONALS																	
CMA 0212 0212 TEMP16D SAUNDERS STAFFING																	
CMA 0212 0212 TEMP16E 22nd CENTURY TECHNOLOGIES																	
CMA 0212 0212 TEMP16G MANPOWER OF WV																	
COUNTIES																	
ALL																	
ALL																	
ALL																	
ALL																	
ALL																	
ONLY																	
Lewis, Upshur, Randolph, Hampshire, Mineral, Morgan, Berkeley, Jefferson, Barbour, Taylor, Preston.																	
Effective Date: 07/15/2016																	

SYNOPSIS AWARD LEVELS 1-3

TEMP16
Temporary Staffing Services

Braxton	Clay	Nicholas	Fayette	Raleigh	Wyoming	McDowell	Mercer	Summers	Greenbrier	Pocahontas	Wesbster	Monroe																															
		AWARD LEVEL 1		AWARD LEVEL 2		AWARD LEVEL 3																																					
Classification	VENDOR	RATE \$	VENDOR	RATE \$	VENDOR	RATE \$																																					
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Administrative Services Assistant 2	WVARF	\$ 15.81	EXPRESS Emp	\$ 13.18	KELLY Sves	\$ 13.86																																					
Cook	WVARF	\$ 13.00	EXPRESS Emp	\$ 12.33	22nd CENTURY	\$ 12.94																																					
Custodian	WVARF	\$ 13.00	KELLY Sves	\$ 11.97	EXPRESS Emp	\$ 12.33																																					
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Health Service Worker	WVARF	\$ 14.05	EXPRESS Emp	\$ 14.04	22nd CENTURY	\$ 16.03																																					
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----- Region 4 Awards: -----																																											
CONTRACTS																																											
<table border="1"> <thead> <tr> <th>CONTRACTS</th> <th>COUNTIES</th> <th>KEY:</th> <th>Removed from contract - CO#3</th> </tr> </thead> <tbody> <tr> <td>CMA 0212 0212 TEMP16A WVARF</td> <td>ALL</td> <td></td> <td></td> </tr> <tr> <td>CMA 0212 0212 TEMP16BB KELLY SERVICES</td> <td>ALL</td> <td></td> <td></td> </tr> <tr> <td>CMA 0212 0212 TEMP16C EXPRESS EMPLOYMENT PROFESSIONALS</td> <td>ALL</td> <td></td> <td></td> </tr> <tr> <td>CMA 0212 0212 TEMP16D SAUNDERS STAFFING</td> <td>ALL</td> <td></td> <td></td> </tr> <tr> <td>CMA 0212 0212 TEMP16E 22nd CENTURY TECHNOLOGIES</td> <td>ALL</td> <td></td> <td></td> </tr> <tr> <td>CMA 0212 0212 TEMP16G MANPOWER OF WV</td> <td>ONLY</td> <td></td> <td></td> </tr> </tbody> </table>																CONTRACTS	COUNTIES	KEY:	Removed from contract - CO#3	CMA 0212 0212 TEMP16A WVARF	ALL			CMA 0212 0212 TEMP16BB KELLY SERVICES	ALL			CMA 0212 0212 TEMP16C EXPRESS EMPLOYMENT PROFESSIONALS	ALL			CMA 0212 0212 TEMP16D SAUNDERS STAFFING	ALL			CMA 0212 0212 TEMP16E 22nd CENTURY TECHNOLOGIES	ALL			CMA 0212 0212 TEMP16G MANPOWER OF WV	ONLY		
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CMA 0212 0212 TEMP16G MANPOWER OF WV	ONLY																																										
Braxton, Clay, Nicholas, Fayette, Raleigh.																																											
Effective Date: 07/15/2016																																											



WESTVIR-26

CICMOSS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/03/2018

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

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

PRODUCER Assured Partners Inc. of WV dba Commercial Insurance Services 340 MacCorkle Ave. SE Charleston, WV 25314	CONTACT NAME: Christy Woody
	PHONE (A/C, No, Ext): (304) 345-8000
	FAX (A/C, No): (304) 345-8014
	E-MAIL ADDRESS: christy.woody@assuredpartners.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Philadelphia Indemnity Company
INSURED WV Association of Rehabilitation Facilities 710 Central Avenue Charleston, WV 25302	NAIC #
	INSURER B: Hartford Ins Co of Midwest
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

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.

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 <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC OTHER:			PHPK1847623	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/POP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK1847623	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB637893	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y/N <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		40WECPX1511	12/30/2017	12/30/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Crime			PHPK1847623	07/01/2018	07/01/2019	Employee Theft \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 E/L Broad form is included under workers compensation policy. Thirty Day Cancellation Notice Applies other than 10 day notice for Non-Payment of Premium. Effective 06/01/18 the Employee Theft limit was increased from \$100,000 to \$1,000,000. A \$10,000 deductible applies for each Employee Theft Claim.

Thirty Day Cancellation Applies other than 10 day notice for non-payment of premium

CERTIFICATE HOLDER State of West Virginia 2019 Washington Street, East Charleston, WV 25305	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
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