

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

Request for Quotation

SHIP

T.

DEP13571

 PAGE

ADDRESS CORRESPONDENCE TO ATTENTION OF

CHUCK BOWMAN 304-558-2157

· · · > m N D O R

RFQ COPY
TYPE NAME/ADDRESS HERE



Hull's Contracting, Inc. Route 10 Box 85 Buckhannon, WV 26201 ENVIRONMENTAL PROTECTION
DEPT. OF
OFFICE OF SPECIAL RECLAMATION
105 S. RAILROAD STREET
PHILIPPI, WV
26416-9998 304-457-3219

ADDRESS CHANGES TO BE NOTED ABOVE

INCOMPRING DATE: OUANTITY OPPOSITION CATE OUANTITY OPPOSITION OF LAND THE WEST VIRGINIA PURCHASING DIVISION. ON BEHALF OF THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION'S DIVISION OF LAND RELCAMATION'S OFFICE OF SPECIAL RELAMATION, IS SOLICITING BIDS FOR THE SPECIAL RELAMATION, ON THE MINING OPERATION OF WEST VIRGINIA ENERGY, INC. NOW UNDER REVOKED PERMIT NUMBER(S) S-55-85, S-1-84, S-72-84 AND S-29-80 THE RECLAMATION SHALL BE PERFORMED UNDER THE GUIDANCE AND GENERAL SUPERVISION OF THE AGENT ASSIGNED TO THE PROJECT FOR THE STATE OF WEST VIRGINIA, DEPARTMENT OF ENVIRONMENTAL PROTECTION. A MANDATORY ON SITE PREBID CONFERENCE SHALL BE HELD CONFERENCE WILL RESULT IN BID DISQUALIFICATION. DIRECTIONS TO THE ON-SITE CONFERENCE SHALL BE HELD CONFERENCE WILL RESULT IN BID DISQUALIFICATION. DIRECTIONS TO THE ON-SITE CONFERENCE ARE ON THE FIRST PAGE OF THE ATTACHED SPECIFICATIONS. THE CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, EQUIPMENT AND OTHER NECESSARY SERVICES SO AS TO ACCOMPLISH THE ITEMS AS SPECIFIED IN THIS CONTRACT. PROJECT IS LOCATED NEAR BEECH BOTTOM, W, BROOKE AND OHIO COUNTY AND CONSISTS OF APPROXIMATELY 40 ACRES.	DATE PRINT		TER	MS OF SAL	Ε	SHIP VIA	F O.B	FREIGHT TERMS
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PAGE 6

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BUYER PAGE REQ. OR PO NO. DEP 13571 CB-23

SPENDING UNIT

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION/SPECIAL RECLAMATION

WV-36a VENDOR:

STATE OF WEST VIRGINIA Rev. 1/29/02 PURCHASING CONTINUATION SHEET

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
		BID SCHEDULE		
		PERMIT NAME: West Virginia Energy, Inc.		
		PERMIT NUMBER(S): <u>S-55-85</u>		
1.0	LUMP SUM	MOBILIZATION/DEMOBILIZATION/PROJECT SIGN (5% Total Bid Maximum for this permit)	LUMP SUM	\$8,000.00
2.0	LUMP SUM	SPILL CONTAINMENT AREA (S.C.A.) (\$1,000.00 Maximum Bid for this permit)	LUMP SUM	\$8,000.00 \$8,000.00 \$8,000.00
3.0	LUMP SUM	HAULROAD/ACCESS ROAD (5% Total Bid Maximum for this permit)	LUMP SUM	\$8,000,00
4.0	20.0 AC	REGRADING AND TOPSOILING	\$ 4400.00 PER ACRE	\$8,000.00
5.0		REVEGETATION		
5.1	20.0 AC	AGRICULTURAL LIME	\$ 695.00 PER ACRE	\$ 13,960.00
5.2	20.0 AC	FERTILIZER	\$ 555.°C	\$ 11, 100.00
5.3	20.0 AC	MULCH	\$ 730.00 PER ACRE	\$ 14,600,00
5.4	20.0 AC	VEGETATIVE SPECIES	\$ 800.00 PER ACRE	\$ 14,600.00 \$ 16,000.00 \$ 14,000.00
6.0	4000 LF	HAYBALE DIKE (Max. Bid \$5.00 Per LF)	\$ 3.50 PER LF	\$ 14,000.00
7.0	1200 LF	RIPRAP DITCH	\$ 24.06 PER LF	\$ <u>28,800,00</u> \$ <u>203,40</u> 0
		TOTAL PERMIT S-55-85		\$ <u>203,40</u> 0
	·			

BUYER REQ. OR PO NO. DEP 13571 CB-23 -

SPENDING UNIT

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION/SPECIAL RECLAMATION

WV-36a

VENDOR:

STATE OF WEST VIRGINIA Rev. 1/29/02 PURCHASING CONTINUATION SHEET

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TRUOMA
		BID SCHEDULE		
		PERMIT NAME: West Virginia Energy, Inc.		
		PERMIT NUMBER(S): <u>S-41-84</u>		
8.0	LUMP SUM	HAULROAD/ACCESS ROAD (5% Total Bid Maximum for this permit)	LUMP SUM	\$ <u>4,000.00</u>
9.0	3.0 AC	REGRADING AND TOPSOILING	SUMP SUM	\$ <u>13,200.00</u>
10.0		REVEGETATION		
10.1	3.0 AC	AGRICULTURAL LIME	\$ 695.00 PER ACRE	
10.2	3.0 AC	<u>FERTILIZER</u>	\$ 555.00 PER ACRE	\$ 1665.00
10.3	3.0 AC	MULCH	\$ 555.00 PER ACRE \$ 730.00 PER ACRE	\$ 2190.00
10.4	3.0 AC	VEGETATIVE SPECIES	\$ 800.00 PER ACRE	\$ 2400,00
11.0	3500 LF	HAYBALE DIKE (Max. Bid \$5.00 Per LF)	\$ 3.50 PER LF	\$ 12,250.°
12.0	2000 LF	RIPRAP DITCH	\$ 24.00 PER LF	
		TOTAL PERMIT <u>S-41-84</u>		\$ <u>85,790.</u>
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BUYER PAGE REO. OR PO NO.
CB-23 DEP 13571

SPENDING UNIT

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION/SPECIAL RECLAMATION

WV-36a Rev. 1/29/02 STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET

VENDOR:

11.0 HAYBALE DIKE

Disturbed areas that have storm water runoff, which does not pass through a sediment control structure, shall utilize the following method to manage storm water runoff: Max. Bid of \$5.00/LF of Hay Bale Dike.

- 1. All bales shall be placed on the contour.
- 2. Bales shall be placed in a row with ends tightly abutting the adjacent bales.
- 3. Bales shall be securely anchored in place by stakes or rebar driven through the bales. Rebar to be removed at the direction of DEP. The first stake in each bale shall be driven toward previously laid bale to force the bales together. Construction of sumps (paid under bid Item #9) may become necessary to supplement the hay bale dikes.

12.0 RIPRAP DITCH

Provide all materials, excavate and construct the Ditch as indicated on the attached typical plans, cross-section, specifications, and/or discussions at the Pre-Bid Showing. R-5 limestone riprap shall be used in the construction of the ditch. Ditches shall be free draining upon completion of construction. Length of ditch may be adjusted to meet on site conditions. No separate payment for construction stakeout will be made. Payment of Ditch shall be made by the linear foot.

BUYER CB-23 PAGE

REQ. OR PO NO.
DEP 13571

SPENDING UNIT

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION/SPECIAL RECLAMATION

WV-36a Rev. 1/29/02 VENDOR: STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TNUOMA
		BID SCHEDULE		
		PERMIT NAME: <u>West Virginia Energy, Inc.</u> PERMIT NUMBER(S): <u>S-72-84</u>		
13.0	LUMP SUM	MOBILIZATION/DEMOBILIZATION/PROJECT SIGN (5% Total Bid Maximum for this permit)	LUMP SUM	\$ <u>1,000.00</u>
14.0	LUMP SUM	SPILL CONTAINMENT AREA (S.C.A.) (\$1,000.00 Maximum Bid for this permit)	LUMP SUM	\$1,000.00
15.0	LUMP SUM	HAULROAD/ACCESS ROAD (5% Total Bid Maximum for this permit)	LUMP SUM	\$ 66,000.00
16.0	15.0 AC	REGRADING AND TOPSOILING	\$ 4400.00 PER ACRE	\$ 66,000.00
17.0		REVEGETATION		
17.1	<u>15.0</u> AC	AGRICULTURAL LIME	\$ \(\theta 5.00\) PER ACRE	\$ 10,425.00
L7.2	15.0 AC	FERTILIZER	\$ 555.00 PER ACRE	\$ 8,325,00
17.3	15.0 AC	MULCH	\$ 730.00 PER ACRE	\$ 10,950.00
L7.4	15.0 AC	VEGETATIVE SPECIES	\$ 800.00 PER ACRE	\$12,000.00 \$17,500.00
.8.0	5000 LF	HAYBALE DIKE (Max. Bid \$5.00 Per LF)	\$ 3.50 PER LF	\$ 17,500.00
19.0	1600 LF	RIPRAP DITCH	\$ 24.00 PER LF	\$ 38,400.00
		TOTAL PERMIT <u>S-72-84</u>		\$ 177,400.00

BUYER PAGE REQ. OR PO NO.
CB-23 PENDING UNIT
WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION/SPECIAL RECLAMATION

WV-36a

STATE OF WEST VIRGINIA

Rev. 1/29/02

PURCHASING CONTINUATION SHEET

VENDOR:

17.4 **VEGETATIVE SPECIES**

Seeding rate required is for pure live seed (pls) in pounds per acre. The use of annuals or cover crops will not be considered for vegetative success.

NORTH MIX

VEGETATIVE SPECIES 1	RATE/ACRE 1
Orchard Grass	@ 15 lbs/acre
Birdsfoot Trefoil ²	@ 15 lbs/acre
Yellow Sweet Clover	@ 5 lbs/acre
Red Clover	@ 10 lbs/acre
Ky 31 Fescue	@ 15 lbs/acre
Foxtail Millet ³	@ 12 lbs/acre
Wheat or Rye⁴	@ 50 lbs/acre
Black Locust ⁵	@ 3 lbs/acre

- 1. Seeding rate suggested is for pure live seed (pls) in pounds per acre.
- 2. Herbaceous legumes must be treated with the appropriate bacterium before seeding.
- 3. Spring mix.
- 4. Fall mix.
- 5. Black locust used only for woodland land use.

18.0 HAYBALE DIKE

Disturbed areas that have storm water runoff, which does not pass through a sediment control structure, shall utilize the following method to manage storm water runoff: Max. Bid of \$5.00/LF of Hay Bale Dike.

- 1. All bales shall be placed on the contour.
- 2. Bales shall be placed in a row with ends tightly abutting the adjacent bales.
- 3. Bales shall be securely anchored in place by stakes or rebar driven through the bales. Rebar to be removed at the direction of DEP. The first stake in each bale shall be driven toward previously laid bale to force the bales together. Construction of sumps (paid under bid Item #16) may become necessary to supplement the hay bale dikes.

19.0 RIPRAP DITCH

Provide all materials, excavate and construct the Ditch as indicated on the attached typical plans, cross-section, specifications, and/or discussions at the Pre-Bid Showing. R-5 limestone riprap shall be used in the construction of the ditch. Ditches shall be free draining upon completion of construction. Length of ditch may be adjusted to meet on site conditions. No separate payment for construction stakeout will be made. Payment of Ditch shall be made by the linear foot. Provide all materials, excavate and construct Ditch as indicated on the attached typical plans, cross-section, specifications, and/or discussions at the Pre-Bid Showing. Ditches shall be free draining upon completion of construction. Length of ditch may be adjusted to meet on site conditions. No separate payment for construction stakeout will be made. Payment of Ditch shall be made by the linear foot.

BUYER P.

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REQ. OR PO NO.
DEP 13571

SPENDING UNIT

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION/SPECIAL RECLAMATION

WV-36a Rev. 1/29/02 STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET

VENDOR:

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TRUOMA	٦
		BID SCHEDULE			1
		PERMIT NAME: West Virginia Energy, Inc. PERMIT NUMBER(S): S-29-80			
		•			
20.0	LUMP SUM	HAULROAD/ACCESS ROAD (5% Total Bid Maximum for this permit)	LUMP SUM	\$900.00	-
21.0	2.0 AC	REGRADING AND TOPSOILING	\$ 4400.00 PER ACRE	\$800.°	5
22.0		REVEGETATION			
22.1	2.0 AC	AGRICULTURAL LIME	\$ 695.00 PER ACRE	\$ 1390.00	2
22.2	2.0 AC	FERTILIZER	\$ 695.00 PER ACRE \$ 555.00 PER ACRE	\$ 1,110,00	-
22.3	2.0 AC	MULCH	\$ 730.00 PER ACRE	\$ 1460.00	-
22.4	2.0 AC	VEGETATIVE SPECIES	\$ 800.00 PER ACRE		•
23.0	200 LF	HAYBALE DIKE (Max. Bid \$5.00 Per LF)	\$ 3.50 PER LF	\$ 700.00	7
24.0	200 LF	RIPRAP DITCH	\$ 24.0D PER LF	\$ 4,800.0	9
		TOTAL PERMIT S-29-80		\$20,760.0	Ė
		TOTAL PERMIT S-72-84		\$ 177,400.	00
		TOTAL PERMIT S-41-84		\$ 85,790.	
	:	TOTAL PERMIT S-55-85		\$ <u>203,400</u> .	민
		GRAND TOTAL		\$ <u>487,35</u> (٠,٥

AFFIDAVIT

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: Hull's Contracting Inc.	
Authorized Signature: SGS Jul 7	Date: <u>2-3-07</u>

Agency	
REQ.P.O# <u>13571</u>	

BID BOND

	KNOW ALL ME	N BY THESE PRE	SENTS, That w	e, the undersigne	ed,Hull's Contracting, Inc.
	of French C	reek	_, <u>WV</u>		as Principal, and Ohio Farmers Insurance
Comp	an_of Westfield	Center,OH_			on organized and existing under the laws of the State of
	OH with it	s principal office in			as Surety, are held and firmly bound unto the State
of Wes		gee, in the penal su			•
well an	d truly to be made	e, we jointly and se	verally bind our	selves, our heirs,	administrators, executors, successors and assigns.
	The Condition of	of the above obligat	ion is such that	whereas the Prin	cipal has submitted to the Purchasing Section of the
Depart	ment of Administr	ation a certain bid	or proposal, atta	iched hereto and	made a part hereof, to enter into a contract in writing for
<u>West</u>	Virginia Energy	Inc Brooke C	ounty - RFQ1	3571	
	NOW THEREF	ORE.		to a second	
		shall be rejected, or		• *	
force a exceed way im waive r	nd effect. It is expended the penal amount of the Surety, for paired or affected notice of any such the WITNESS Wassed their corporation.	to this obligation at the value received, by any extension of extension. HEREOF, Principal rate seals to be affin	and agreed that as herein stated thereby stipulated the time withing and Surety hated hereunto are	t the liability of the es and agrees tha n which the Oblige ve hereunto set th	e null and void, otherwise this obligation shall remain in full a Surety for any and all claims hereunder shall, in no event, at the obligations of said Surety and its bond shall be in no see may accept such bid, and said Surety does hereby their hands and seals, and such of them as are corporations to be signed by their proper officers, this
_6th	_day of	February	_, _2007		
Principa	al Corporate Seal			•	Hull's Contracting, Inc. (Name of Principal)
		·			By SAUTE (Must be President or Vice President)
					Vice President (Title)
Surety	Corporate Seal				Ohio Farmers Insurance Company (Name of Surety)
٠					By: Pann & Ken
	•		·		Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Corporate seals must be affixed, and a power of attorney must be attached.

POWER NO. 4752152 06

General Power of Attorney

CERTIFIED COPY

Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co.

Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint

LARRY D. KERR, GREGORY T. GORDON, H. RANDOLPH NEVILLE, PATRICIA A. FINCKE, STEPHEN B. STOGDEN, PATRICIA A. MOYE, ALLAN L. MC VEY, TAMMY M. LLOYD, KIMBERLY J. WILKINSON, JOINTLY OR SEVERALLY

of CHARLESTON and State of WV its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship-

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

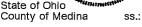
"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact. may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their **Senior Executive** and their corporate seals to be hereto affixed this **08th** day of **NOVEMBER** A.D., **2006**.

Corporate Seals Affixed



SEAL OF



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By: / / Richard L. Kinnaird, Jr., Senior Executive

On this **08th** day of **NOVEMBER** A.D., **2006**, before me personally came **Richard L. Kinnaird, Jr.** to me known, who, being by me duly sworn, did depose and say, that he resides in **Medina, Ohio**; that he is **Senior Executive** of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed

State of Ohio County of Medina

ss.:



William J. Kahelin, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

in Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this Ath

Commence Control





Frank A. Carrino, Secretary arrino Secretar