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BU 304-558-2402

RFQ COPY TYPE NAME/ADDRESS HERE

Orders Construction Co., Inc.

P. O. Box 1448

St. Albans, WV 25177

DIVISION OF HIGHWAYS ST-P FO DISTRICT FIVE

RT US 50, P.O. BOX 99 BURLINGTON, WV 26710-0099

304-289-3521

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## GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

- 1. Awards will be made in the best interest of the State of West Virginia.
- 2. The State may accept or reject in part, or in whole, any bid.
- 3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
- 4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
- 5. Payment may only be made after the delivery and acceptance of goods or services.
- 6. Interest may be paid for late payment in accordance with the West Virginia Code.
- 7. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 10. The laws of the State of West Virginia and the Legislative Rules of the Purchasing Division shall govern the purchasing process.
- 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 12. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
- 13. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
- 14. 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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf.
- 15. 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, and the West Virginia Insurance Commission. 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.
- 16. ANTITRUST: In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

#### INSTRUCTIONS TO BIDDERS

- 1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
- 2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as EQUAL to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
- 3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
- 4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
- 5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



#### Request for Quotation

05110325

ADDRESS CORRESPONDENCE TO ATTENTION OF

BUYER 33

304-558-2402

RFQ COPY TYPE NAME/ADDRESS HERE Orders Construction Co., Inc.

P. O. Box 1448 St. Albans, WV 25177 DIVISION OF HIGHWAYS DISTRICT FIVE

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St. Albans, WV 25177

DIVISION OF HIGHWAYS DISTRICT FIVE

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

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Orders Construction Co., Inc. P. O. Box 1448 St. Albans, WV 25177

DIVISION OF HIGHWAYS DISTRICT FIVE

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P. O. Box 1448 St. Albans, WV 25177

DIVISION OF HIGHWAYS SH-P DISTRICT FIVE

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### Request for

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ADDRESS CORRESPONDENCE TO ATTENTION OF

BUYER 33 304-558-2402

RFQ COPY TYPE NAME/ADDRESS HERE Orders Construction Co., Inc. P. O. Box 1448

St. Albans, WV 25177

DIVISION OF HIGHWAYS DISTRICT FIVE

RT US 50, P.O. BOX 99 BURLINGTON, WV 26710-0099 304-289-3521

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B FREIGHT TERMS 01/12/2011 BID OPENING DATE: 02/16/2011 BID OPENING TIME 01:30PM LINE QUANTITY UOP ITEM NUMBER UNIT PRICE **AMOUNT** OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE. ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY THE DRIGINAL BIDDING DOCUMENT TO SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE. REV. 11/96 EXHIBIT 10 ADDENDUM ACKNOWLEDGEMENT I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC. ADDENDUM NOS .: NO. 1 NO. 2 NO. 3 NO. 4 NO. 5 SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE 304-722-4237 SIGNATURE 2/16/2011 FEIN 55-0487806 ADDRESS CHANGES TO BE NOTED ABOVE President



#### Request for Quotation

05110325

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304-59	58-2402	

RFQ COPY TYPE NAME/ADDRESS HERE Orders Construction Co., Inc.

P. O. Box 1448

St. Albans, WV 25177

DIVISION OF HIGHWAYS DISTRICT FIVE

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VENDOR

RFQ COPY

P. O. Box 1448

TYPE NAME/ADDRESS HERE

St. Albans, WV 25177

Orders Construction Co., Inc.

State of West Virginia Hequest 101
Department of Administration Quotation **Purchasing Division** 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

## Request for

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RFQ NUMBER <u>05110325</u>

ADDRESS CORRESPONDENCE TO ATTENTION OF

BUYER 33 304-558-2402

DIVISION OF HIGHWAYS

DISTRICT FIVE

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### Request for PRONUMBER

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BUYER 33 304-558-2402

RFQ COPY TYPE NAME/ADDRESS HERE Orders Construction Co., Inc.

P. O. Box 1448 St. Albans, WV 25177 DIVISION OF HIGHWAYS DISTRICT FIVE

01/12/2011			MS OF S	HLE			SHIP	(IA		FOB		FREIGHT TERMS
BID OPENING DATE:	2011	02/16/	2011		ł			BID	OPE	NING TI	ME 01	:30PM
LINE	QUAN		UOP	ÇA Ni	Ţ		ITEM NUI	NAME OF BRIDGE OF BRIDGE OF STREET		UNIT PR		AMOUNT
	*****	THIS	IS	THE	EN	O OF	RFO	05110	325	; *****	TOTAL:	\$268,000.00
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A.C. Carlotte				1								
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IGNATURE	H mi			SE	REV	ERSE SI	DE FORT	ERMS AND CO	VD‡TIC	ns 722-423	DATE ,	1.6/2011
: <i>A</i>	Chris	FEI	N _					3.1	J4- T			2/16/2011
nue President			`` 55-	048	780	6			I	ADDRE	SS CHANGES	TO BE NOTED ABOVE

### RECD FEB 08 2011

Agency Purchasing Division REQ.P.O#05110325

#### **BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned	ed, Orders Construction Company, Inc.
	as Principal, and Travelers Casualty and Surety Company of America
of Hartford , CT , a corporation	on organized and existing under the laws of the State of
CTwith its principal office in the City of Hartford	, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of Five Percent of Amount	Bid (\$ 5% ) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs,	administrators, executors, successors and assigns.
The Condition of the above obligation is such that whereas the Prin	
Department of Administration a certain bid or proposal, attached hereto and	made a part hereof, to enter into a contract in writing for
RFQ Number 05110325 Form and Pour Concrete Wall - Salt Shed	d, Jefferson Co.
NOW THEREFORE,	
<ul><li>(a) If said bid shall be rejected, or</li><li>(b) If said bid shall be accepted and the Principal shall enter into a</li></ul>	contract in accordance with the bid or proposal attached
nereto and shall furnish any other bonds and insurance required by the bid o agreement created by the acceptance of said bid, then this obligation shall b	r proposal, and shall in all other respects perform the
agreement created by the acceptance of said bid, then this obligation shall be force and effect. It is expressly understood and agreed that the liability of the	e Surety for any and all claims hereunder shall, in no event,
exceed the penal amount of this obligation as herein stated.	•
The Surety, for the value received, hereby stipulates and agrees that	at the obligations of said Surety and its hond shall be in no
way impaired or affected by any extension of the time within which the Obligation	ee may accept such bid, and said Surety does hereby
vaive notice of any such extension.	
IN WITNESS WHEREOF, Principal and Surety have hereunto set the	heir hands and seals, and such of them as are corporations
have caused their corporate seals to be affixed hereunto and these presents	
16th day of February 2011	
•	1
Principal Corporate Seal	Orders Construction Company, Inc.
	(Name of Principal)
	By flooding
	(Must be President or Vice President)
	Robert O. Orders, Jr. President
	(Title)
D. J. Oververte Conf.	
Surety Corporate Seal	Travelers Casualty and Surety Company of America
	(Name of Surety)
	Du 0
	Andrew K Teeter, Licensed WV Resident Adent 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 OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company Travelers Casualty and Surety Company Travelers Casualty and Surety Company of America United States Fidelity and Guaranty Company

Attorney-In Fact No.

220306

Certificate No. 003656470

KNOW ALL MEN BY THESE PRESENTS: That St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company and St. Paul Mercury Insurance Company are corporations duly organized under the laws of the State of Minnesota, that Farmington Casualty Company, Travelers Casualty and Surety Company, and Travelers Casualty and Surety Company of America are corporations duly organized under the laws of the State of Connecticut, that United States Fidelity and Guaranty Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Andrew K. Teeter, Donna J. Price, Douglas P. Taylor, Kimberly L. Miles, C. Lee Jordan, Pamela V. Lanham, and Christopher A. Michel

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of the City of			, State o	fWe	st Virginia	,1	their true and lawfu	al Attorney(s)-in-Fact,
								onal undertakings and ig the performance of
contracts and execution	ing or guarantee	ing bonds and unde	ertakings required	or permitted in a	ny actions or p	roceedings allowed l	by law.	
						<b>&gt;</b>		
IN WITNESS WHE	EREOF, the Co	mpanies have cause	ed this instrument	to be signed and	their corporate	seals to be hereto af	fixed, this	11th
day of May		, 2010						
		Farmington Casual Fidelity and Guara		omnouv.		St. Paul Mercury In Travelers Casualty a	- •	<b></b>
	]	idelity and Guara	nty Insurance U	nderwriters, Inc	. Т	Travelers Casualty a	ınd Surety Compa	ny of America
		St. Paul Fire and M St. Paul Guardian			(	United States Fidelit	y and Guaranty C	ompany
1982	1977)	MICORPORATED BY	TANCE OF THE REAL PROPERTY.	SEAL STANS	SEAL SEAL	CONN.	MATTORO)	MODERATED SELECTIVE AND SELECT
						1.	$\mathbb{Z}_{\mathbb{Z}}$	
State of Connecticut					Ву:	June	12 thempas	
City of Hartford ss.						/George W Thom	pson, Senior Vice Pre	sident
On this the11th		ay of May		_ , _ 2010 _ ,	before me per	sonally appeared Ge	eorge W. Thompson	n, who acknowledged
Inc., St. Paul Fire ar	nd Marine Inst Casualty and S	rance Company, Surety Company of	t. Paul Guardian America, and Un	Insurance Comp ited States Fideli	any, St. Paul I ty and Guarant	Mercury Insurance C ty Company, and tha	Company, Travelers at he, as such, being	surance Underwriters, Casualty and Surety authorized so to do, icer.
In Witness Whereof My Commission expi	,	•	ial seal.	TETRE LE	<u>-</u>	Ma	ii C. J Marie C. Tetreault, Not	<u>theault</u>

58440-4-09 Printed in U.S.A.

#### WARNING: THIS POWER OF ATTORNEY IS INVALID WITHOUT THE RED BORDER

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, and Assistant Vice President, any Secretary, and Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kori M. Johanson, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in-full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 16th day of February

- 20 11

Kori M. Johanson, Assistant Secretary



















To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at www.travelersbond.com. Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.



# State of West Virginia DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT West Virginia Code §21-1D-5

STATE OF West Virginia	
COUNTY OF Kanawha TO-WIT:	
I, Robert O. Orders, Jr, after being first duly state as follows:	sworn, depose and
1. I am an employee of Orders Construction Co.	inc, inc, ; and,
(Compan	y Name)
2. I do hereby attest that Orders Construction C	o., Inc.
(Compan	y Name)
maintains a valid written drug free workplace policy is in compliance with <b>West Virginia Co</b>	
The above statements are sworn to under the penalt	y of perjury.
Orders Construgtion	n Company, Inc.
By:	Name)
Title: President	
Date: February 16,	2011
Taken, subscribed and sworn to before me this $\frac{16 \mathrm{th}}{}$	day of February.
March 13, 2019	
Official Seal Notary Public, State of West Virginia Janette C. Peggs 210 5th Ave St. Albans, WV 25177	lotary Public)
My Commission Expires March 13, 2019	

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.

Rev March 2009

RFQ No.	05110325
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#### STATE OF WEST VIRGINIA Purchasing Division

### **PURCHASING 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 owed is an amount greater than one thousand dollars in the aggregate.

#### **DEFINITIONS:**

MITNESS THE EOU LOWING SIGNATURE

"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.

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

WINESS THE POLLOWING SIGNATORE	
Vendor's Name: Orders Construction Company, In	nc.
Authorized Signature:	Date: February 16, 2011
State of West Virginia	•
County of Kanawha , to-wit:	
Taken, subscribed, and sworn to before me this $16$ thay of Februa	ry, 20_11.
My Commission expires March 13	9
AFFIX SEAL HERE NOTARY P	PUBLIC ) crother Pe
Official Seal Notary Public, State of West Virginia Janette C. Peggs 210 5th Ave St. Albans, WV 25177 My Commission Expires March 13, 2019	