



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

Header 1

List View


General Information [Contact](#) [Default Values](#) [Discount](#) [Document Information](#)

Procurement Folder: 267646

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 0211

Vendor ID: VS0000006687 

SO Doc ID: GSD1700000007

Legal Name: WORKSCAPE INC

Published Date: 12/21/16

Alias/DBA:

Close Date: 12/28/16


Total Bid: \$1,552,972.00

Close Time: 13:30

Response Date: 12/27/2016 

Status: Closed

Response Time: 16:36

Solicitation Description: Addendum No. 02-Building 3 Demountable Partitions Project 

Total of Header Attachments: 1

Total of All Attachments: 1

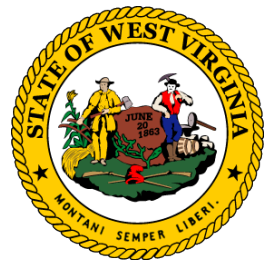
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Base Bid - see Proposal Form				\$1,552,972.00

Comm Code	Manufacturer	Specification	Model #
72153606			

Extended Description :	Base Bid - see Proposal Form

Proposal

December 28, 2016

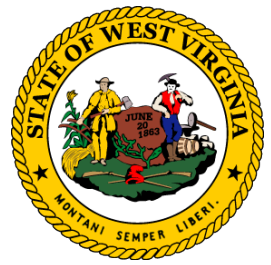


State of West Virginia
Building 3 Demountable Partitions
1900 Kanawha Blvd E
Charleston, WV 25305

Kim Dudt
Workscape, Inc. WBE
kdudt@workscapeinc.com
D 412.920.6300

DIRTT Environmental Solutions
www.dirtt.net

Table of Contents



• Addendum Acknowledgement Form	(Bid Page 7 #8)
• West Virginia Registration	(Bid Page 7 #13)
• Vendor Preference	(Bid Page 7 #15)
• WBE Certificate	(Bid Page 8 #16)
• Bid Bond	(Bid Page 11 #7)
• Performance Bond	(Bid Page 11 #7)
• Insurance	(Bid Page 12 #7)
• Licensing	(Bid Page 16 #32)
• Purchasing Affidavit	(Bid Page 18 #37)
• Preference for use of Domestic Materials	(Bid Page 20 #43)
• Drug-Free Workplace Affidavit	(Bid Page 21 #2)
• Drug-Free Workplace Policy	(Bid Page 21 #2.1)
• Contractor List Submission Form	(Bid Page 24 #8B)
• Designated Contact & Certification and Signature	(Bid Page 26)
• Qualifications	(Bid Page 29 #4)
• Experience	(Bid Page 29 #4.1)
• Proposed Subcontractors & Equipment Suppliers	(Bid Page 29 #5A)
• Project Schedule	(Bid Page 30 #7)
• Contract Manager	(Bid Page 32)
• Pricing Page	(Bid Page 33)
• Product Lead Times	N/A
• DIRT Tech Sheets	N/A
• DIRT Care and Cleaning	N/A
• DIRT Warranty	N/A

Addendum Acknowledgement Form



ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.:

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 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.

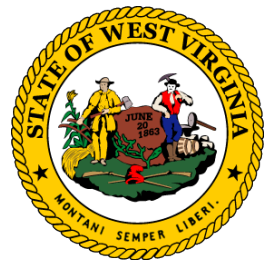
Company WORKSPACE, INC.

Authorized Signature Dawn M. Sauter

Date 12/21/16

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

Revised 09/09/2016



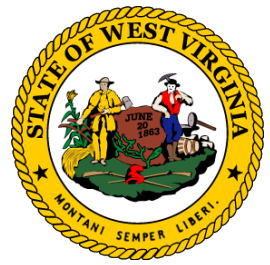
	Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Request for Quotation 09 – Construction

Proc Folder: 267646			
Doc Description: Building 3 Demountable Partitions Project			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2016-11-30	2016-12-28 13:30:00	CRFQ 0211 GSD1700000007	1

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

VENDOR	
Vendor Name, Address and Telephone Number:	WORKSCAPE, INC. 1400 LOWE STREET PITTSBURGH, PA 15220 412-920-6300

FOR INFORMATION CONTACT THE BUYER		
Jessica S Chambers (304) 558-0246 jessica.s.chambers@wv.gov		
Signature X		FEIN # 25-179-2863 DATE 12/27/16
All offers subject to all terms and conditions contained in this solicitation		



	Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Request for Quotation 09 – Construction

Proc Folder: 267646			
Doc Description: Addendum No. 01-Building 3 Demountable Partitions Project			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2016-12-09	2016-12-28 13:30:00	CRFQ 0211 GSD1700000007	2

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

VENDOR
Vendor Name, Address and Telephone Number: <i>WORKSCAPE INC.</i> <i>1900 LONE STREET</i> <i>PITTSBURGH, PA 15220</i> <i>412-420-6300</i>

FOR INFORMATION CONTACT THE BUYER		
Jessica S Chambers (304) 558-0246 jessica.s.chambers@wv.gov		
Signature X <i>Dawn Sauter</i>	FEIN # <i>25-174-2863</i>	DATE <i>12/27/16</i>
All offers subject to all terms and conditions contained in this solicitation		



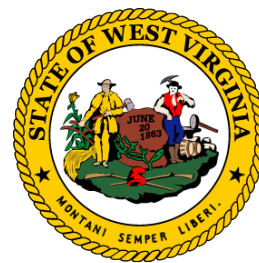
	Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Request for Quotation 09 – Construction

Proc Folder: 267646			
Doc Description: Addendum No. 02-Building 3 Demountable Partitions Project			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2016-12-21	2016-12-28 13:30:00	CRFQ 0211 GSD1700000007	3

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

VENDOR
Vendor Name, Address and Telephone Number: WORKSCOPE, INC. 1900 LONE STREET PITTSBURGH, PA 15220 412-920-6300

FOR INFORMATION CONTACT THE BUYER		
Jessica S Chambers (304) 558-0246 jessica.s.chambers@wv.gov		
Signature X <i>Dawn Sauter</i>	FEIN # 25-179-2863	DATE 12/27/16
All offers subject to all terms and conditions contained in this solicitation		



12/27/2016

Self Service Application



Welcome, D

[View Frequently](#)[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy Report](#) | [Logout](#)

Account Information

Financial Transactions

Business Opportunities

Solicitation Responses

Catalog Management

Summary

Business Info

Addresses & Contacts

Users

Commodities

Business Types

Service Areas

Disclosures

▼ Headquarters Information

Headquarters Legal Name : WORKSCAPE INC

Headquarters Account Code : VS0000006687

1099 Status : Yes

Taxpayer ID Number : 251792863

Taxpayer ID Number Type : EIN

Franchise Account : No

Headquarters Web Address : www.workscapeinc.com

Catalog DUNS : 957926157

▼ Organization Information

Organization Type : Company

Classification : Corporation

Location Name : Workscape, Inc.

Location Web Address : www.workscapeinc.com

Number of Employees : 51 - 100

Annual Income : > 20 million

Foreign Tax ID : 251792863

W-9 Form :

Ordering DUNS : 957926157

Internet Catalog :

Preferred Ordering Method : Electronic

Pcard Acceptance Level : No PCARD

▼ Legal Name Information

Legal Name on W-9 : WORKSCAPE INC

Alias/DBA (Business Name) :

Name on Check : Legal Name

▼ 1099 TIN Information

Taxpayer ID Number : 251792863

Taxpayer ID Number Type : EIN

1099 Reportable : Yes

▼ Legal (1099) Address Information

Street 1 : 1900 Lowe St

City : Pittsburgh

State/Province : Pennsylvania

Zip/Postal Code : 15220-5405

▼ Previous Entity Information section

Have you done business with the State in the past using any other name? If yes, please provide previous name and address information by selecting Update.

Previous Name :

Previous Street :

Previous City :

Previous State/Province :

Previous Country :

▼ EFT Information

ABA Number :

Bank Phone Number :

Account Type :

Remittance Advice Transmission Mode :

Account Number :

Routing ID Number :

EFT Status :

▼ Discount Information

Number of Days 1 :

Number of Days 2 :

Number of Days 3 :

Number of Days 4 :

Discount Percent 1 :

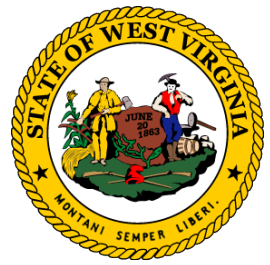
Discount Percent 2 :

Discount Percent 3 :

Discount Percent 4 :

* Indicates a required field

Vendor Preference



WV-10
Approved / Revised
12/16/15

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. **Application is made for 2.5% vendor preference for the reason checked:**
☐ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
☐ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
☐ Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **or**,
☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,
2. **Application is made for 2.5% vendor preference for the reason checked:**
☐ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
3. **Application is made for 2.5% vendor preference for the reason checked:**
☐ Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or**,
4. **Application is made for 5% vendor preference for the reason checked:**
☐ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,
5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
☐ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,
6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
☐ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**
☒ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Workscope, Inc.

Signed: [Signature]

Date: 12/22/16

Title: CEO

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



hereby grants

National Women's Business Enterprise Certification

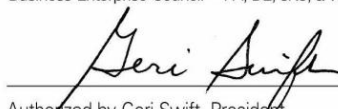
to

Workscope, Inc.

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).
This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council – PA, DE, sNJ, a WBENC Regional Partner Organization.

Expiration Date: 06/30/2016
WBENC National Certificate Number: 2005124865


Authorized by Geri Swift, President,
Women's Business Enterprise Council – PA, DE, sNJ

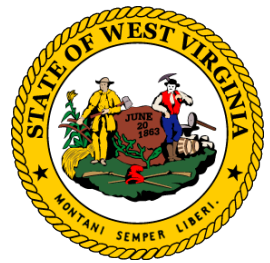


NAICS Codes: 442110

UNSPSC Codes: 56101700, 30162400, 72153606, 56120000, 56111800, 80161603, 56101500, 56112000, 56110000, 56101901



Bid Bond



Agency _____
REQ.P.O.# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Workscape, Inc.
of 1900 Lowe Street Pittsburgh, PA 15220 as Principal, and Hudson Insurance Company
of 100 William Street, 5th Floor, New York, NY 15205 a corporation organized and existing under the laws of the State of _____
Delaware with its principal office in the City of New York, New York as Surety, are held and firmly bound unto the State
of West Virginia, as Obligor, in the penal sum of Five Percent The Amount Of 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 Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for
Building 3 Demountable Partitions Project
CRFQ 0211 GSD17000000007

NOW THEREFORE,

(a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal
attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform
the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in
full force and effect. It is expressly understood and agreed that the liability of the 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 the obligations of said Surety and its bond shall be in no
way impaired or affected by any extension of the time within which the Obligor may accept such bid, and said Surety does hereby
waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and
Surety, or by Principal individually if Principal is an individual, this 28th day of December, 2016.

Principal Seal

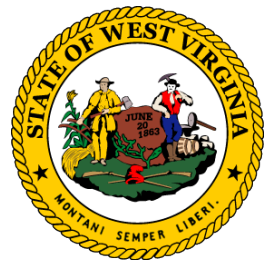
Workscape, Inc.
(Name of Principal)
By Taron Sauter
(Must be President, Vice President, or
Duly Authorized Agent)
CEO
(Title)

Surety Seal

Hudson Insurance Company
(Name of Surety)

James C. Carlines Attorney-in-Fact

IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and
must attach a power of attorney with its seal affixed.



BID BOND POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Richard J. Taylor, James C. Carlins,
Anthony P. Lekse and Roseann D. Ciamacco

its true and lawful Attorney(s)-in-Fact, at New York City in the State of New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bid bonds for any and all purposes.

Such bid bonds, when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.



In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Executive Vice President thereunto authorized, on this 3rd day of March, 2014 at New York, New York.

Attest
Dina Daskalakis, Corporate Secretary

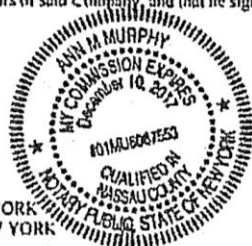
HUDSON INSURANCE COMPANY

By
Christopher T. Suarez, Executive Vice President

STATE OF NEW YORK
COUNTY OF NEW YORK SS.

On the 3rd day of March, 2014, before me personally came Christopher T. Suarez to me known, who being by me duly sworn did depose and say that he is an Executive Vice President of HUDSON INSURANCE COMPANY, the Company described herein and which executed the above instrument, that he knows the seal of said Company, that the seal affixed to said instrument is the corporate seal of said Company, that it was so affixed by order of the Board of Directors of said Company, and that he signed his name thereto by like order

(Notarial Seal)



ANN M. MURPHY
Notary Public, State of New York
No. 01MU6067533
Qualified in Nassau County
Commission Expires December 10, 2017

CERTIFICATION

STATE OF NEW YORK
COUNTY OF NEW YORK

The undersigned Dina Daskalakis hereby certifies

THAT the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOLVED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed"

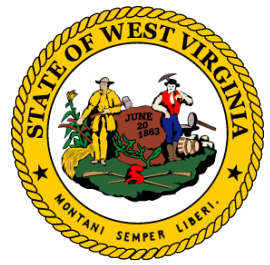
THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force



Form Bid B 2010 (v1)

Witness the hand of the undersigned and the seal of said Company this 28th day of December, 2016.
By
Dina Daskalakis, Corporate Secretary

Performance Bond
(Pending Approval)



BOND REQUEST FORM

(Use this form for all bonds, bid and final)

BUILDING 3 DEMOUNTABLE PARTITIONS PROJECT
Agency Name: _____

For All Bonds:

Principal & Address: _____
Obligee (Who bidding to?): DEPARTMENT OF ADMINISTRATION
Obligee Address and Phone #: GENERAL SERVICES DIVISION
304-558-0246 1900 KANAWHA BLVD E, BLDG 1
Job Description: CHARLESTON WV 25305 ROOM MB-68
Job Location: 1900 KANAWHA BLVD E CHARLESTON, WV 25305
Project Number: CRFQ 0211 GSD1700000007
Start Date: > 90 DAYS 1-1-17
Completion Date: 3-31-17
Liquidated Damages: _____
Maintenance Period: 1/1/17 - 2/28/17
Specific Bond Forms (Please Attach): ☒ Yes ☐ No
Amount Subbed (Please Attach Job Cost Breakdown): _____

Current Work On Hand

Bonded: None
Unbonded: All Projects
Cost to Complete: \$1.9m

For Bid Bonds:

Bid Date and Time: 12/28/16 @ 1:30pm
Contractor's Estimate: \$1.5m
Bid Bond %: 5%

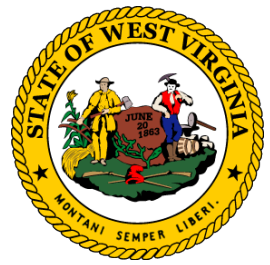
For Final Bonds (this needs to be completed to obtain a final bond number):

Contract Amount/Bond Amount Required: _____
Please attach Award Letter or Copy of Contract
Effective Date: _____
*Effective Date is considered date of bond issuance thus resulting in invoice generation
Bid Results: 2nd Bidder _____ 3rd Bidder _____
*Attach Bid Tabulation Sheet if Available

To be Completed By Allegheny Surety:

Approved By: _____
Date: _____
Final Bond Number: _____

P.O. Box 44110 • 4217 Steubenville Pike • Pittsburgh, PA 15205-9931
Phone (412) 921-4249 • Fax (412) 921-4277



CERTIFICATE OF LIABILITY INSURANCE

WORKS-1

OP ID: KA

DATE (MM/DD/YYYY)
12/19/2016

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 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 Henderson Brothers/SBD-C 920 Fort Duquesne Blvd Pittsburgh, PA 15222 Karen A. Metz		CONTACT NAME: Karen A. Metz PHONE (A/C, No, Ext): 412-261-1842 FAX (A/C, No): 412-261-4149 E-MAIL ADDRESS: kametz@hendersonbrothers.com	
		INSURER(S) AFFORDING COVERAGE INSURER A: Selective Insurance Company	NAIC # 12572
INSURED Workscope, Inc. Dawn M. Sauter 1900 Lowe Street Pittsburgh, PA 15220		INSURER B: The Hartford	29424
		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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	S2060019	12/31/2016	12/31/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ 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 type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		S2060019	12/31/2016	12/31/2017	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	40WECBJ4242	12/31/2016	12/31/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

WEST VIRGINIA DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD CHARLESTON, WV 25305	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
--	---

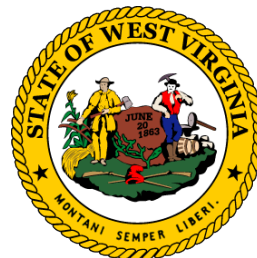
© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD

Licensing

(Pending Approval – Workscape will be utilizing CIS Installation WV045181)



Natalie E. Tennant
West Virginia Secretary of State
1900 Kanawha Blvd. East
Bldg. 1, Suite 157-K
Charleston, WV 25305



Penney Barker, Manager
Business & Licensing Division
Tel: (304)558-8000
Fax: (304)558-8381
Website: www.wvsos.com
E-mail: business@wvsos.com

Office Hours: Monday - Friday
8:30 a.m. - 5:00 p.m. EST

FILE ONE ORIGINAL

(Two if you want a filed stamped
copy returned to you.)

FILING FEE: \$100 (profit)

\$50 (non-profit)

* Fee Waived for Veteran-owned corporation

APPLICATION FOR CERTIFICATE OF AUTHORITY

Control # _____

*** The undersigned, having authority to transact business on behalf of a foreign (out-of-state) registered entity, agrees to ***
comply with the requirements of WV Code [§31D-15](#) to apply for Certificate of Authority.

1. Home State Information:

- a. The name of the corporation as it is registered in its home state is: Workscope, Inc.
- b. State of PA _____ Date of Incorporation: 6/11/1996 Duration (no. yrs. or perpetual): 20
- c. NAIC# (if an insurance company): _____

☒ **CHECK HERE to indicate you have obtained and submitted with this application a CERTIFICATE OF EXISTENCE (GOOD STANDING), dated during the current tax year, from your home state of original incorporation as required to process your application. The certificate may be obtained by contacting the Secretary of State's Office in the home state of original incorporation.**

2. Principal Office Information:

- a. Principal office address of the corporation is: No. & Street: 1900 Lowe Street
City: Pittsburgh State: PA Zip Code: 15220
- b. Mailing address, if different from above address: Street/PO Box: _____
City: _____ State: _____ Zip Code: _____

3. West Virginia Office Information:

- a. Corporate name to be used in WV: ☒ Home state name as listed on line 1a. above, if available. (If name is not available, check DBA Name box below and follow special instructions under Section 3a. attached to this application.)
[The name must contain one of the required terms such as "Corporation," "Corp." or "Inc." See instructions for complete list of acceptable terms and requirements for use of Trade Name.] ☐ DBA Name: _____
(See special instructions in Section 3a. regarding the Letter of Resolution approving use of a "forced DBA Name" attached to this application. [Click here](#) to see a sample Letter of Resolution.)
- b. Designated (physical) office address in West Virginia, if any: No. & Street: _____
City: _____ State: _____ Zip Code: _____
- c. Located in the County of: _____
County: _____
- d. Mailing address in West Virginia, if different from above: Street/PO Box: _____
City: _____ State: _____ Zip Code: _____



APPLICATION FOR CERTIFICATE OF AUTHORITY

Page 2

4. **Agent for Service of Process:**

Properly designated person to whom notice of legal process may be sent, if any.

Name: Dawn Sauter

No. & Street: 1900 Lowe Street

City: Pittsburgh State: PA Zip Code: 15220

5. **E-mail address** where business correspondence may be received: customersvc@workscapeinc.com6. **Website address** of the business, if any (ex: yourdomainname.com): www.workscapeinc.com7. Do you **own or operate more than one business in West Virginia?** ☐ Yes * Answer a. and b. below. ☒ No ☐ Decline to answer

If "Yes"... a. How many businesses? _____ b. Located in how many West Virginia counties? _____

8. a. **Proposed purpose(s) for transaction of business in West Virginia is(are):**

Sale of office furniture and demountable partitions.

b. Will the incorporation elect to be organized for purposes as a "Benefit Corporation" per West Virginia Code §31F? **ONLY applicable to "FOR PROFIT" corporations; "NON-PROFIT" corporations CANNOT elect this status.**

☐ Yes [If "Yes," the corporation must be formed FOR PROFIT and the purpose(s) indicated in Section 10a. above must include a "general public benefit" as set forth in §31F-3-301(a) of the West Virginia Code. Per §31F-1-102(c), "general public benefit" means "a material positive impact on society and the environment taken as a whole, as measured by a third-party standard, from the business and operations of a benefit corporation."]

☒ No [Proceed to Section 9.]

9. Is the business a **Scrap Metal Dealer?**

☐ Yes [If "Yes," you must complete the **Scrap Metal Dealer Registration Form (Form SMD-1)** and proceed to Section 10.]

☒ No [Proceed to Section 10.]

10. **Corporate Status Information:**a. Corporation is organized as (check one): ☒ For Profit ☐ Non-Profitb. **Officers and Directors:** (add additional pages if necessary; please list all officers)

Officer Title	Officer Name	No. & Street Address	City	State	Zip Code
CEO	Dawn Sauter	86 Waterfront Drive	Pittsburgh	PA	15222
President	Dave Sauter	86 Waterfront Drive	Pittsburgh	PA	15222
Director	David Osterhaus	240 Hill Place Road	Venetia	PA	15637
Director	Lisa Osterhaus	240 Hill Place Road	Venetia	PA	15637
Director	Denise DeSimone	5705 Kentucky Avenue	Pittsburgh	PA	15232



APPLICATION FOR CERTIFICATE OF AUTHORITY

Page 3

11. Is the organization a "veteran-owned" organization?

Effective **JULY 1, 2015**, to meet the requirements for a "veteran-owned" organization, the entity filing the registration must meet the following criteria per West Virginia Code [§59-1-2a](#):

1. A "veteran" must be honorably discharged or under honorable conditions, and
2. A "veteran-owned business" means a business that meets one of the following criteria:
 - o Is at least fifty-one percent (51%) unconditionally owned by one or more veterans; or
 - o In the case of a publicly owned business, at least fifty-one percent (51%) of the stock is unconditionally owned by one or more veterans.

☐ Yes (If "Yes," attach Form DD214)  ☐ CHECK BOX indicating you have attached **Veteran Affairs Form DD214**

☒ No

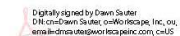
You may obtain a copy
of your Veterans Affairs
Form DD214 by
contacting:

National Personnel Records Center
Military Personnel Records
1 Archives Drive
St. Louis, MO 63138
Toll free: 1-86-NARA-NARA or 1-866-272-6272
Phone: 314-801-0800
www.archives.gov/veterans/military-service-records

Per WV Code [§9-1-2\(j\)](#) effective July 1, 2015, the **registration fee is waived** for entities that meet the requirements as a "veteran-owned" organization. See attached instructions to determine if the organization qualifies for this waiver. In addition, a "veteran-owned" entity will have **four (4) consecutive years of Annual Report fees waived** AFTER the organization's initial formation [see WV Code [§9-1-2a\(m\)](#)].

12. The number of acres of land it holds or expects to hold in West Virginia is: 0

13. **Contact and Signature Information*** (See below *Important Legal Notice Regarding Signature*):

- a. Contact person to reach in case there is a problem with filing: Melissa Hancock Phone: +1 (412) 920-6300
- b. Print or type name of signer: Dawn Sauter Title/Capacity of signer: CEO
- c. **Signature:** Dawn Sauter  **Date:** 12/27/2016

***Important Legal Notice Regarding Signature:** Per West Virginia Code [§31D-1-129](#). **Penalty for signing false document.** Any person who signs a document he or she knows is false in any material respect and knows that the document is to be delivered to the secretary of state for filing is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars or confined in the county or regional jail not more than one year, or both.

Important Note: This form is a public document. Please **do NOT** provide any personal identifiable information on this form such as social security number, bank account numbers, credit card numbers, tax identification or driver's license numbers.

Reset Form

Print Form



INSTRUCTIONS FOR FILING WEST VIRGINIA APPLICATION FOR CERTIFICATE OF AUTHORITY

Check for availability of the corporate name in West Virginia. Preliminary information is available by phone at 304-558-8000. To reserve your name, file an application for name reservation with a \$15 fee. If approved, the name will be held for 120 days. If an insurance company, list your NAIC number, if you have one. Insurance companies are subject to and must adhere to the naming provisions of West Virginia Code [§33-1-12](#).

*****IMPORTANT***** Obtain a "Certificate of Good Standing" or "Certificate of Existence" (also known in some states as a "Certificate of Status," or "Certificate of Fact"), from your home state of original incorporation **dated during the current tax year**. You may contact the home state of original incorporation's Secretary of State Office to obtain a current copy of the Certificate of Good Standing (Existence). You may access a **list of Secretary of State websites** by clicking on the link provided here. If the link does not work, copy and paste the Following URL into your web browser: <http://www.nass.org/state-business-services/corporate-registration/>

Pursuant to West Virginia Code [§33-3-3](#) the Secretary of State shall not issue a certificate of incorporation to any insurance company until the West Virginia Insurance Commissioner has examined the charter of the insurance company and approved same in writing. If the application is for a currently licensed insurance company, please submit a copy of the Certificate of Authority issued by the West Virginia Insurance Commissioner for your current tax year. If the application is from an insurance company with a pending license review before the West Virginia Insurance Commissioner, please submit a copy of the written approval of the charter from the Office of the Insurance Commissioner. Submitting a copy of the Certificate of Authority issued by the West Virginia Insurance Commissioner or copy of the written approval of the charter, whichever is applicable, at the time of filing will avoid denial of the application by the Secretary of State.

Complete one original application according to the instructions below. If you would like a "filed date-stamped" copy returned to you, then **submit two original applications**. Incomplete applications will be returned.

Mail or deliver to the Secretary of State the following as a packet:

- ☐ **Certificate of Existence/Good Standing**, dated during the current tax year, from the original State of Incorporation,
- ☐ Original application(s) for **Certificate of Authority**, signed by an officer of the corporation,
- ☐ A letter of resolution of your board of directors adopting a forced DBA Name if your home state name isn't available in West Virginia. [Click here](#) to see a sample **Letter of Resolution**.
- ☐ Insurance companies include a copy of the Certificate of Authority issued by the WV Insurance Commissioner for your current tax year or a copy of the written approval of the charter from the Offices of the West Virginia Insurance Commissioner,
- ☐ Scrap Metal Dealers must also include a completed **Scrap Metal Dealer Registration Form (Form SMD-1)** [per revised West Virginia Business Code [§61-3-49-\(b\)\(4\)](#)] and submit with the application.

Completing the Application

- Section 1.**
- a. The name entered here must match the name on your good standing certificate.
 - b. Even if your corporation is not perpetual in your home state, remember that your responsibilities for tax reporting in West Virginia will not end until you file a certificate of withdrawal.
 - c. If an insurance company, list your NAIC number, if you have one.

☐ **CHECK THE BOX to indicate you have obtained and submitted with this application a CERTIFICATE OF EXISTENCE (GOOD STANDING), dated during the current tax year, from your home state of original organization as required to process your application. The certificate may be obtained by contacting the Secretary of State's Office in the home state of original organization.**

- Section 2.**
- a. The **principal office address**, whether it is in West Virginia or out-of-state.
 - b. Enter the **principal mailing address**, if different from principal office address.

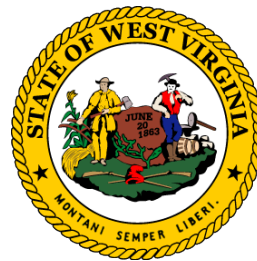
- Section 3.** a. **PLEASE READ CAREFULLY!** More applications are rejected due to invalid name selection than any other reason.

Is your name available? The name of a corporation shall not be the same as, and shall be distinguishable from any other name which has been reserved or filed. The "distinguishable" standard is defined as meaning (a) at least a one word difference when the words are common terms and the company is or might appear to be in a similar business; or (b) at least a word order difference between names when the different word is a proper name or an unusual term, or when the company is clearly in a different type of business from the existing company.

- ☐ If your home **state name is available, but does not include a corporate suffix such as "Inc." or "Corp."**.... enter your corporate name on the second line and add a corporate suffix.
- ☐ **If your home state name is not available**... attach a resolution of the board of directors adopting an available fictitious name for use to transact business in West Virginia and enter the name on 3.a. "DBA" (doing business as name).

Licensing *con't*

(Pending Approval – Workspace will be utilizing CIS Installation WV045181)



Does your name misrepresent the purpose of your corporation? The name of a corporation may not contain any word or phrase which indicates or implies it is organized for any purpose other than one or more of the purposes in its articles of incorporation.

- ☐ **Banking and Insurance:** Words implying the business of banking or insurance may only be used if the corporation is authorized under the laws of this state to engage in those businesses.
- ☐ **Engineering:** Words such as "engineer" or "engineering" may be used only if the purpose of the corporation is to practice professional engineering and one or more of the officers are registered in West Virginia as a professional engineer. **You must enclose with the Secretary of State's Application for Certificate of Authority, (Form CF-1), a copy of your latest Certificate of Authorization (COA) issued by the following state licensing board upon your most recent COA application or renewal (Without this proof of authorization, your application will be rejected and returned to you.):**

West Virginia State Board of Registration for Professional Engineers

300 Capitol Street
Charleston, WV 25301
304-558-3554
www.wvpebd.org

- ☐ **Professional Corporation:** If the home state name includes the abbreviation "P.C." in the corporate name (indicating a "Professional Corporation") the words "Professional Corporation" must be spelled out in full to be eligible to file in State of West Virginia.
 - b. Enter the **designated (physical) office address in West Virginia**, if any.
 - c. Enter the **name of the West Virginia county** in which the designated (physical) office is located.
 - d. Enter the **mailing address of the registered office in West Virginia**, if any.

Section 4. Provide the name and address of a person or business to whom a summons or complaint may be mailed, if any. The agent need not have a West Virginia address. You may change your agent by filing with the Secretary of State an application to appoint or change address, agent or officer [[Form AAO](#)] (fee \$15).

Section 5. List an **e-mail address** (*yourname@domainname.com*) where you can receive important e-mail notifications (e.g., **Annual Report** notices).

Section 6. List the **website address** (*domainname.com*) of the business, if any. DO NOT list a physical mailing address.

Section 7. Indicate whether or not you **own or operate more than one business in West Virginia**. If "Yes" ...

- a. List the **total number of businesses in West Virginia** in the space provided.
- b. List the **total number of counties in West Virginia** in which the businesses conduct operations.

Section 8. a. It is important to describe the **purpose(s)** [i.e., principal activity(ies) to be conducted by the business] of the corporation clearly to insure you receive all the necessary information about registering with the required state agencies. Attach an additional page if necessary.

b. If "No," proceed to Section 9. If "Yes" and the **FOR PROFIT** incorporation elects to be organized for purposes as a "**Benefit Corporation**," per West Virginia Code [§31F-3-301](#) (**NON-PROFIT corporations CANNOT elect this status**), the purpose listed in Section 8a. above must clearly state as one of its purposes the purpose of creating a "**general public benefit**." You must indicate as one of its purposes stated in Section 8a. above the purpose of creating a "general public benefit" as set forth in §31F-3-301(a) of the West Virginia Code. A "general public benefit" means "a material positive impact on society and the environment taken as a whole, as measured by a third-party standard, from the business and operations of a benefit corporation," [see West Virginia Code [§31F-1-102\(c\)](#)]. This purpose is in addition to its principal business purpose stated under §31D-3-302 of the West Virginia Code. It may also identify one or more "**specific public benefits**" that it is the purpose of the corporation to create. Per West Virginia Code [§31F-1-102\(e\)](#) "specific public benefit" means "a benefit that serves one or more public welfare, religious, charitable, scientific, literary or educational purposes, or other purposes or benefit beyond the strict interest of the shareholders of the benefit corporation, including:

- (1) Providing low-income or under served individuals or communities with beneficial products or services;
- (2) Promoting economic opportunity for individuals or communities beyond the creation of jobs in the normal course of business;
- (3) Preserving or improving the environment;
- (4) Improving human health;
- (5) Promoting the arts, sciences or advancement of knowledge;
- (6) Increasing the flow of capital to entities with a public benefit purpose; and
- (7) Conferring any other particular benefit on society or the environment."

Section 9. If the business activities include "**Scrap Metal Dealer**," check "**Yes**" and complete the **Scrap Metal Dealer Registration Form (Form SMD-1)** [per revised West Virginia Business Code [§61-3-49\(b\)\(4\)](#)] and submit with your application. Proceed to Section 10. If "No," proceed to Section 10.

Section 10. a. Check whether the corporation is formed **for profit** or **non-profit** purposes.

b. List the **officer titles** (i.e., President, Vice-President, Secretary, Treasurer, Director, etc.), **officer names and addresses** (street number with street name, city, state and zip code) for each of the officers/directors of the corporation. The address information may be either the officer/director's

Licensing *con't*

(Pending Approval – Workscope will be utilizing CIS Installation WV045181)



personal address or the corporate business address. Attach additional pages, if necessary.

Section 11. Check the appropriate box indicating whether or not the corporation is "**veteran-owned**." Effective JULY 1, 2015, the following criteria must be met in order to qualify as a "veteran-owned" entity: (1) veteran must be "honorably discharged or under honorable conditions;" and (2) a privately-owned entity must be at least fifty-one per cent (51%) unconditionally owned by one or more veterans; or (3) if a publicly-owned entity, at least fifty-one per cent (51%) of the stock must be unconditionally owned by one or more veterans [see WV Code 59-1-2a(12)-(13)(A)(B)]. **If "Yes," you must provide proof of veteran status by including with this application a copy of your Veteran Affairs Form DD214.**

Section 12. Enter the number of acres the company desires to hold in West Virginia. If your company holds more than 10,000 acres of land, you must submit a fee of 5¢ for each acre over 10,000.

Section 13. a. Listing the name of a contact person is optional; however, listing one may speed up the filing process and avoid a possible rejection of the filing if there appears to be a problem with the filing.

b. Print the name of the person signing and list the title/capacity

c. An **individual (Officer/Director) with signature authority must sign and date the form.**

ANNUAL REPORT NOTICE:

West Virginia Code 59-1-2a requires every corporation (both for profit and non-profit) to file an annual report and pay the annual report filing fee between January 1 and July 1 of each year following the calendar year in which the business was registered with the Office of the Secretary of State. The \$25 annual report fee is waived for Veteran-owned entities for the following four (4) years after initial formation in West Virginia [see West Virginia Code 59-1-2a(m)]. Failure to file may result in revocation of the organization's legal authority to transact business in the state. Notification of the filing requirement will be sent, but the company is responsible for filing the annual report as required by West Virginia Code. You may file the annual report online at www.business4wv.com. You must register a User Account Login ID and Password to create a personal "Filing Cabinet" to file the annual report.

West Virginia Code §31F-5-501 requires every "benefit corporation," as described in Section 8b. above, to prepare an annual benefit report (separate and unrelated to the Secretary of State Annual Report referenced above) made available annually to each shareholder of the benefit corporation. See West Virginia Code §31F-5-501 for further information regarding the "Annual Benefit Report."

FILING THE APPLICATION - ONE ORIGINAL REQUIRED - AND PAYING THE FEE

Send an additional original if you want a filed date-stamped copy returned to you at no additional cost.

The filing fee will consist of paying a registration fee and excess acreage fee, if applicable.

If requesting a certified copy, an additional fee of \$15 per certified copy requested is required.

For Profit Corporations - \$100

Non-Profit Corporations - \$50

* **Veteran-owned** entity registration FEE WAIVED - \$0

[Registration fee is waived effective July 1, 2015 per WV Code 59-1-2(i); Be sure to attach the veteran proof of status Veteran Affairs Form DD214.]

Registration fee* _____

Excess Acreage fee: + _____

\$15 per certified copy: + _____

Total fee: = _____

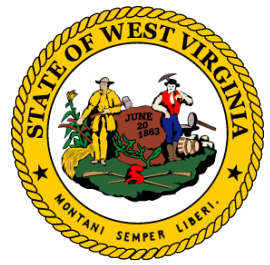
**** Make your checks payable to West Virginia Secretary of State. ****

TEXT ALERTS: Stay up-to-date regarding filing deadlines and changes to business, charity, notary, private investigation, and security guard laws. To sign up, go to www.wvsos.com and click on the **Business and Licensing** category link. On the **Business and Licensing** page, scroll down and click on the [Click Here To Sign Up For Text Alerts From The West Virginia Secretary Of State's Office](#) link. Next, under the heading, "Choose SMS Subscription," click the down arrow and select "Business and Licensing." Then enter your ten-digit mobile phone number and your cellular carrier. Click *Subscribe*. This will allow you to get important information delivered right to your mobile phone. Please note, standard text messaging rates apply and you may unsubscribe at any time.

CHARITABLE REGISTRATION: If your company receives contributions, donations or grants, registration as a charitable organization may be required. Contact our office for more information or visit our website at www.wvsos.com.

WITHDRAWAL: A foreign corporation is a legal entity which can only withdraw its Certificate of Authority through formal action - not by submitting a letter or making a phone call to the Secretary of State. To withdraw from its Certificate of Authority, a foreign corporation must file the **Application for Certificate of Withdrawal from Certificate of Authority** (Form **CF-5**) and pay the withdrawal fee. You remain liable for all taxes, assessments, fines, penalties and interest until you receive a Certificate of Withdrawal from the Secretary of State. Contact our office for more information.

Purchasing Affidavit



STATE OF WEST VIRGINIA Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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 exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Workscope, Inc.

Authorized Signature: [Signature] Date: 12-21-16

State of PENNSYLVANIA

County of ALLEGHENY, to-wit:

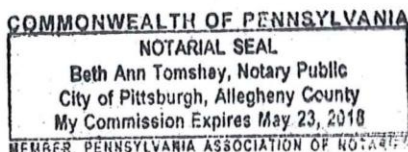
Taken, subscribed, and sworn to before me this 21ST day of DECEMBER, 2016.

My Commission expires MAY 23, 2018.

AFFIX SEAL HERE

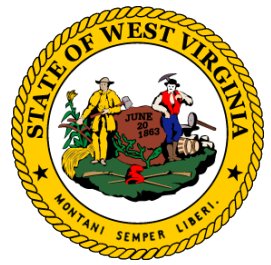
NOTARY PUBLIC

[Signature]



Purchasing Affidavit (Revised 08/01/2015)

Preference for use of Domestic Materials



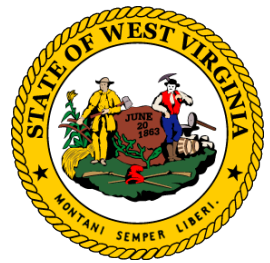
Aluminum at DIRT

Each DIRT factory purchases aluminum extrusions from different suppliers. The amount of virgin and recycled content varies from one supplier to another, and it also varies from one year to the next. The quantity of recycled content is increasing annually. Savannah Georgia plant which WV State Office Building product frames would be sourced from is traditionally 30% post-consumer and 40% pre-consumer content. Aluminum smelters supplying DIRT aluminum for DIRT aluminum extrusions as of 2015 are being sourced from Georgia and Louisiana.

Glass at DIRT

Each DIRT factory purchases glass from different suppliers. Savannah Georgia plant which WV State Office Building product glass would be sourced from is purchased in Georgia or within a radius of 150 miles.

Drug-Free Workplace Affidavit



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

STATE OF

COUNTY OF ALLEGHENY, TO-WIT:

I, DAWN M. SAUTER, after being first duly sworn, depose and state as follows:

1. I am an employee of WORKSCOPE, INC.; and,
(Company Name)
2. I do hereby attest that WORKSCOPE, INC.
(Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code §21-1D**.

The above statements are sworn to under the penalty of perjury.

Printed Name: DAWN M. SAUTER

Signature: Dawn M. Sauter

Title: CEO

Company Name: WORKSCOPE, INC.

Date: 12/21/16

Taken, subscribed and sworn to before me this 21ST day of DECEMBER, 2016.

By Commission expires MAY 23, 2018

(Seal)

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Beth Ann Tomshay, Notary Public
City of Pittsburgh, Allegheny County
My Commission Expires May 23, 2018

Beth Ann Tomshay
(Notary Public)

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. August 1, 2015



**WORKSCAPE INC.
EMPLOYEE HANDBOOK**

SUBJECT: DRUG-FREE POLICY

REVISED: DECEMBER 27, 2016

REVIEWED BY CHIEF EXECUTIVE OFFICER

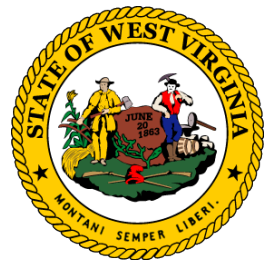
POLICY: The Company is committed to providing a safe and drug-free work environment for our employees.

The Company explicitly prohibits the following.

1. The use, possession or sale of illegal drugs, alcohol, or prescription medication, without a prescription, on Company premises or while performing Company work.
2. Being impaired or under the influence of illegal drugs or alcohol while away from the Company, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts the Company's reputation at risk.
3. The presence of prohibited substances in the employee's system while at work, while on Company property, or while doing Company work. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a legal prescription.

Any violation of this policy will result in adverse employment action up to and including dismissal.

Contractor List Submission Form



Subcontractor List Submission (Construction Contracts Only)

Bidder's Name: WORKSCAPE, INC.

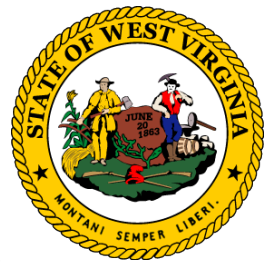
☐

Check this box if no subcontractors will perform more than \$25,000.00 of work to complete the project.

Subcontractor Name	License Number if Required by W. Va. Code § 21-11-1 et. seq.
CIS OFFICE INSTALLERS	NV 045181
DANMILL CONSTRUCTION	NV 001196
PROGRESSIVE ELECTRIC	NV 00005

Attach additional pages if necessary

Designated Contact & Certification and Signature



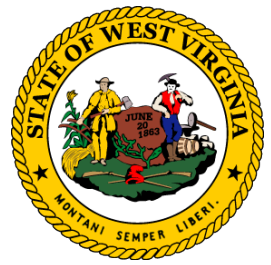
DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Colleen Edlund PROJECT MANAGER
(Name, Title)
COLLEEN EDLUND PROJECT MANAGER
(Printed Name and Title)
1900 LOUKE STREET
(Address)
412-920-6300 412-920-7570
(Phone Number) / (Fax Number)
CEDLUND@WORKSCAPEINC.COM
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

WORKSCAPE, INC.
(Company)
Dawn M. Sauter CEO
(Authorized Signature) (Representative Name, Title)
DAWN M. SAUTER CEO
(Printed Name and Title of Authorized Representative)
12/21/16
(Date)
412-920-6300 412-920-7570
(Phone Number) (Fax Number)

Qualifications: Workscape DIRT Team



Dave Sauter
President



Amanda Buczynski
DIRTT Rep



Kim Dudd
Account Manager



Colleen Edlund
Project Manager



Kimberly Kladias
Project Coordinator



Lauryn Donikowski
Designer



Tyler Grasinger
Designer

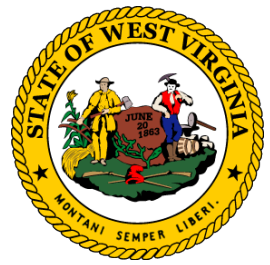


Luke Douglas
Site Supervisor



Donny Ferritto
DIRTT Technician

Qualifications: Workscape DIRT Team



Dave Sauter - President

Dave is a graduate of the University of Dayton and has been actively involved in the office furniture industry since 1980. He has demonstrated his leadership in sales management by growing many local dealerships into their top position in Western Pennsylvania. Dave founded Workscape Inc. in 1996 with Dawn Sauter leading the dealership to become the largest Knoll dealership in Western Pennsylvania and the 19th largest DIRT distributor in North America. His interest in providing a total environment solution led to his pioneering innovative sound masking approach which has made Workscape a nationally recognized sound masking provider. Dave is an active member of IFMA and GBA.

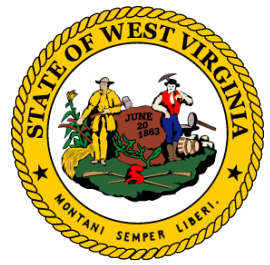
Kim Dudt - Director of Sustainable Product Sales

Kim's education included La Roche College and Florida State University with an interior design major and a marketing minor. She has worked as a designer, is NCIDQ certified, beginning work in the industry in 1978. Kim has worked for two major furniture manufacturers and has sales, marketing and project management experience in working with local architects, designers and clients in the Western PA, West Virginia and Upstate New York markets. She has experience with national clients as well as local government, corporate and institutional clients. Kim has been actively involved with many local professional organizations and volunteers with many local colleges to mentor students. Her experience brings a working knowledge of interior architecture to Workscape client projects.

Colleen Edlund, LEED AP, CDT - DIRT Project Manager

Colleen began her interior design career in 1993 after graduating from the University of Tennessee. Shortly after practicing, Colleen moved into a management role and was a key member on numerous strategy teams for large scale restacks and corporate real estate studies for long term planning and building acquisitions. While living in Houston TX from 1999 until 2013, Colleen managed extensive workplace projects for energy companies, Universities, professional services companies and local and federal Government. Colleen's experience includes 10 years as a project manager at Gensler and working at the largest DIRT distribution partner in North America. Colleen has coordinated the installation of millions of dollars of systems furniture alongside the installation of DIRT offices. Colleen brings her industry knowledge to Workscape to manage the DIRT operations.

Qualifications: Workscape DIRT Team



Kimberly Kladias - *DIRTT Project Coordinator*

Kimberly joined the Workscape, Inc. team in 2012. She is a graduate from The Art Institute of Pittsburgh with a Bachelor of Science in Interior Design. Upon graduating, she was offered an Interior Design position within the Healthcare department at Stantec (formally Burt Hill). Kimberly was added to the design team for Al Mafraq Hospital, located in Dubai. She was given the opportunity to travel to the Dubai office and work with the design team. She has teamed on many additional Healthcare projects including; UPMC – Passavant (Pittsburgh, PA), Wheeling Hospital (Wheeling, WV) and Evangelical Hospital (Lewisburg, PA). Her responsibilities include, but are not limited to, order administration, monitoring and reporting order status, scheduling deliveries and installation, resolving freight, transportation and delivery issues. Kimberly is eager to gain knowledge of the furniture industry and to add value to Workscape, Inc.

Lauryn Donikowski - *Interior Designer*

Lauryn is a 2014 graduate of Mercyhurst University, where she earned her Bachelor of Science in Interior Design majored in Interior Design. As the newest member of the Workscape design team, Lauryn has proven her talent as a designer, working in both systems furniture and modular construction. She is proficient in AutoCAD, Revit, Adobe Suite, 20-20 CAP Technologies and ICE softwares. She has an extensive range of product knowledge in addition to all the technical skills required to provide product solutions for Workscape's clients. Lauryn works closely with architects and designers providing technical support for both corporate and institutional project types.

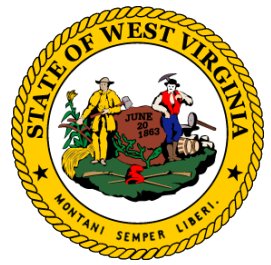
Tyler Grasinger - *Interior Designer*

Tyler is a graduate of Mercyhurst University where he majored in Interior Design, and has been working as a designer since 2011. Tyler has an extensive background in both residential and commercial design. He is creative, ambitious, and hard-working. Tyler has had the opportunity to work on projects for University of Pittsburgh, Pennsylvania State University, UPMC, and the Pittsburgh Aviary. He continues to grow his knowledge of the industry and add value to the Workscape team.

Luke Douglas - *DIRTT Site Supervisor*

Luke has worked with furniture and modular construction since 2008. His main focus at Workscape is to manage the installs of DIRTT walls, from verifying dimensions and site conditions to meeting with installers and project managers. Luke ensures that the quality of the modular wall system is of the highest quality and that Workscape is responsive to all service requests. Additionally, he is a certified DIRTT installer and maintains this certification by completing annual reviews.

Experience



Where energy meets innovation.

625 Liberty Avenue, Suite 1700
Pittsburgh, PA 15222

Contact:
Mr. David Pudimat
412-395-3327
dpudimat@eqt.com

2010 – to present

We recently completed a refresh of the DIRT corporate standards used on 8 floors of EQT Tower for the executive floors 28 and 29.

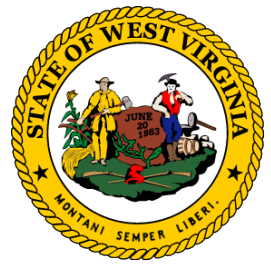
We are in the process of a 5 floor restack of private offices and conference settings.

Conventional construction is used for the building cores services only and DIRT pre fab construction for all remaining construction to support the high annual churn rate.

Total installed DIRT is over 4,200 Lineal Feet spanning 14 floors and Workscape is involved in ongoing reconfiguration projects.



Experience



1000 Fed Ex Drive
Moon Township, PA 15108

Contact:
Ms. Lauren Castelveter
412-262-6047
lcastelveter@fedex.com

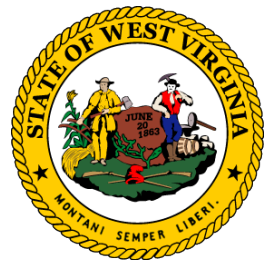
2013 – to present

After a competitively bid contract was secured, Workscape partnered with a local architectural firm and the end user's facility group to establish a standard for private offices and conference rooms that included only (2) sizes of frames and a minimal number of surface tiles. This upfront planning has allowed fast reconfiguration with maximum reuse of standard parts.

The past 3 years have included the installation of 4,137 LF of DIRT walls and the current plan includes another 2,000 LF of DIRT walls for 2017 installation. Reconfigurations take less than one day to convert a conference room into 2 offices as their head count of employees increase.



Experience



4 Gateway Center
444 Liberty Avenue
Pittsburgh, PA 15222

Contact:
Alex Sturzebecher
412-639-3639
asturzebecher@gatewayhealthplan.com

2012 – to present

We began working with Gateway Health Plan as they planned a 6 floor move with an accelerated construction schedule for renovation and move in of 120 days. Conventional construction was limited to the building core only. The project included approximately 3,725 LF of DIRT walls and installation took 90 days. The location was in the central business district of Pittsburgh and required off ours deliveries and in some cases off hours actual installation. Workscape worked closely with the building management, construction and architectural team to coordinate with all trades to complete this project on time and on budget.

Since the initial installation, numerous reconfigurations have taken place and currently Workscape is installing 855 LF of DIRT walls beginning in January to fit out 2 new floors.



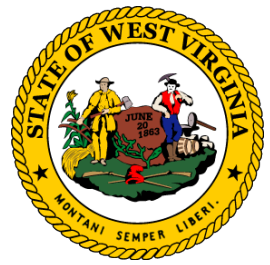


DIRTT

Build better.™

STATE AND LOCAL GOVERNMENT

- Alameda County Offices
- Arlington County, Virginia
- Asia Pacific Center – Honolulu, HI
- Arizona Department of Health
- Austin - Bergstrom International Airport
- City of Boston – Retirement Board
- Chatham County, Georgia – Victim Witness
- Chicago Transit Authority
- City College of San Francisco
- City of Austin, Texas
- City of Denton - Municipal Electric
- City of Dublin, Ohio
- City of Hiawatha – Metro Transit
- City of Hillard, Ohio
- City of Hope, California
- City of Kansas City – Chamber Office
- City of Kansas City – Police Department
- City of Laredo, Texas
- City of Portland, Oregon
- City of St. Louis – City Park
- City of Surprise, Arizona
- City of Tempe, Arizona – Transportation Department
- City of Clayton, Missouri – Police Department
- County of San Mateo Parks
- Dallas / Fort Worth – International Airport
- Durham County, North Carolina
- East Bay Regional Parks District, California
- Fairfax County, VA - NCWTP
- Guernsey County, Ohio
- Hawaii – Department of Transportation
- Hennepin County, Minnesota
- Holy Spirit Library – New York
- Johnson County, Kansas
- Lebanon Public Library - Indiana
- Maricopa County, Arizona – Human Services
- Miami Dade Transit
- Monterey County Health Clinic – Marina, CA
- Montgomery County, Maryland
- Municipality of Anchorage, Alaska
- New Orleans Redevelopment Authority, Louisiana
- North Carolina – Department of Transportation
- New York Organ Library
- New York State – Police Department
- New York State Office of Mental Retardation and Developmental Disabilities
- New York State – United Health Services
- Orlando, Florida – Courthouse
- Pima County Public Defenders
- Ramsey County, Minnesota – Juvenile Center
- San Antonio, Texas – Port Authority
- San Diego County, California
- San Mateo County Health
- Savannah / Hilton Head International Airport
- St. Charles Courthouse
- State of Alabama
- State of Minnesota
- State of New York Contract
- State of Virginia
- Summit County, Ohio – Job and Family Services
- Texas Parks and Wildlife Department
- Tompkins County, New York
- Washington DC – Consolidated Laboratory
- Winona County, Minnesota



LIST OF PROPOSED SUBCONTRACTORS AND EQUIPMENT/MATERIAL SUPPLIERS

List below each major branch of work and major equipment/material supplier category for this proposal and the subcontractor or supplier proposed for that portion of work. Provide also the Contractor License Number for each subcontractor as required by the "West Virginia Contractor Licensing Act". If the branch of work is to be completed solely by an equipment/material supplier, indicate by notation below in the contractor license number column. The contractor is responsible for selecting or changing subcontractor or equipment/material supplier.

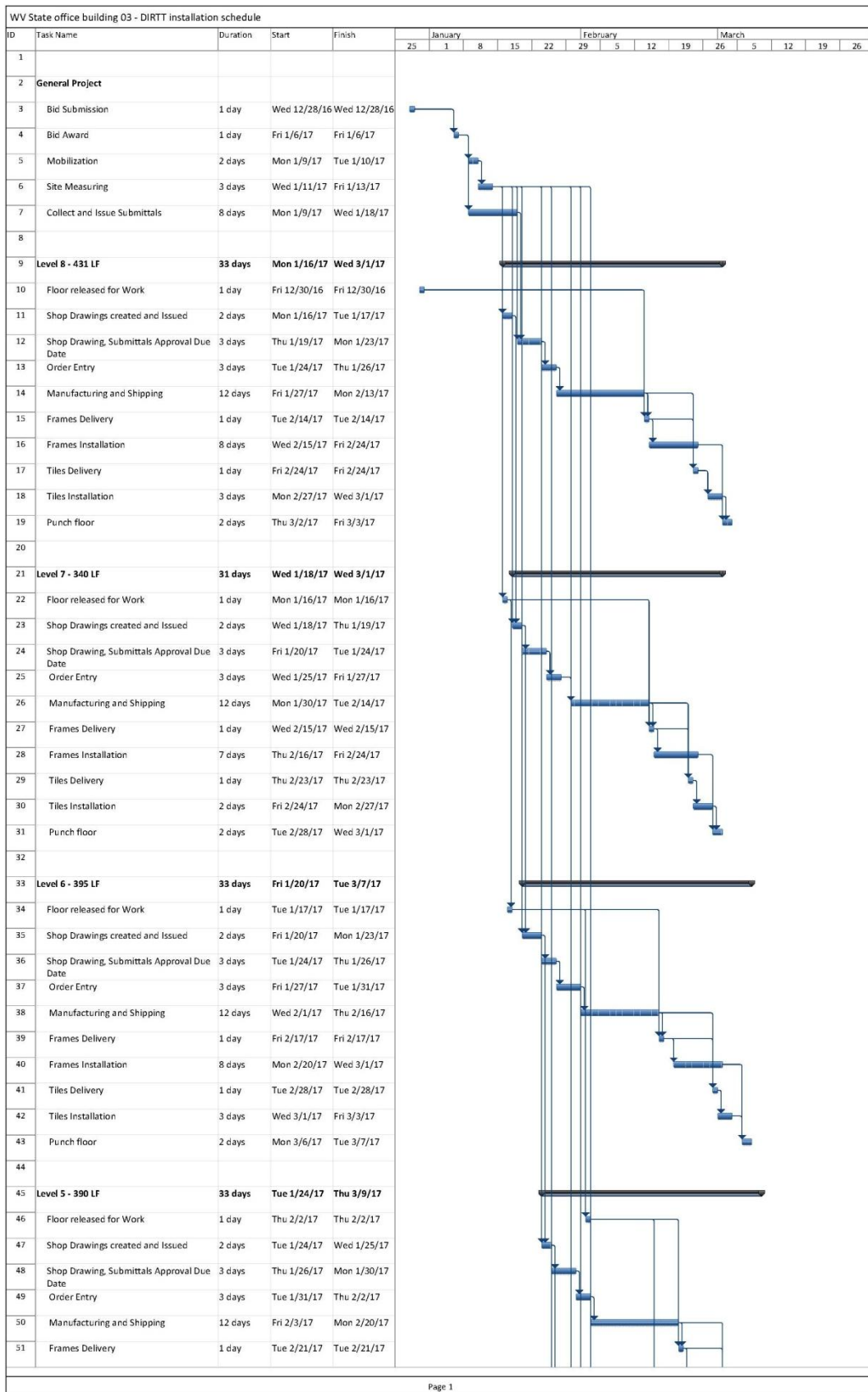
It is the responsibility of any contractor soliciting bids or quotes from subcontractors to verify the eligibility of all subcontractors and equipment/material suppliers being proposed to perform the work. The Contractor has full responsibility for satisfactory execution of all work in accordance with the Contract Documents. Any change of proposed subcontractors or equipment/material suppliers shall be at no cost to the Owner, as the Contractor has full responsibility for execution of the work.

I, Lawn South representing WORKSCOPE, INC.
(Signature of Responsible Company) (Company Name)
on this date 12/27/16 submit the following list of subcontractors and major
material suppliers for your review and comment. This is the final and complete list of companies
who will be performing work or supplying materials for BLDG 3 DEMOUNTABLE PARTITIONS
(Project Name)

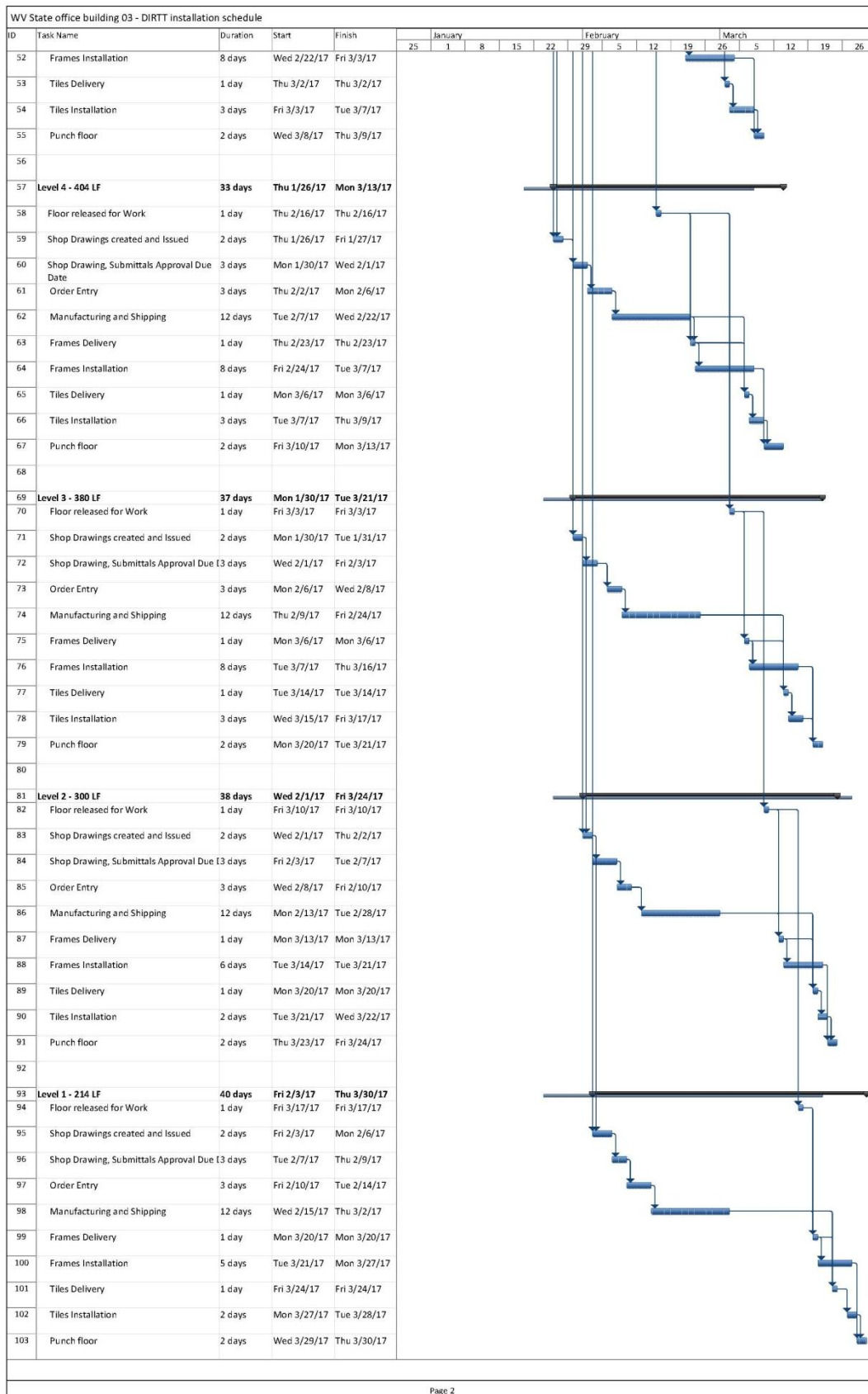
I agree that once the subcontractors and material suppliers listed are approved for use by the Owner, no other subcontractors, or substitute for any subcontractors listed below, will be used in the performance of the contract without written approval of the Owner.

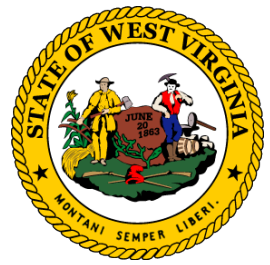
Branch of Work/ Material Category	Complete Name and Address Subcontractor/Supplier	Contractor License Number
1. <u>CIS INSTALLERS</u>	<u>4903 OUS WILLIAM PENN HWY</u> <u>MONROEVILLE PA 15146</u>	<u>WV045101</u>
2. <u>DAVE HILL CONSTRUCTION</u>	<u>GAULEY BRIDGE</u> <u>WV 25095</u>	<u>WV001196</u>
3. <u>PROGRESSIVE ELECTRICAL</u>	<u>PO BOX 3695</u> <u>CHARLESTON, WV 25336</u>	<u>WV000005</u>

Project Schedule



Project Schedule *con't*





REQUEST FOR QUOTATION
Building 3 Demountable Partitions Project

10.4 Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

10.5 Vendor shall inform all staff of Agency's security protocol and procedures.

11. MISCELLANEOUS:

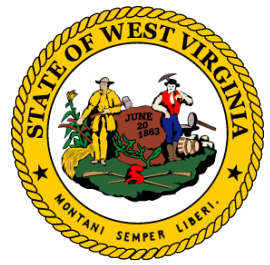
11.1 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: COLLEEN EDLUND, PROJECT MANAGER

Telephone Number: 412-920-6300

Fax Number: 412-920-7570

Email Address: CEDLUND@WORKSCAPE.INC.COM



State of West Virginia
General Services Division

West Virginia State Capitol Complex
Building 3 Demountable Partitions Project
GSD 267646

Pricing Page

State of West Virginia - General Services Division
West Virginia State Capitol Complex, Building 3
Demountable Partitions Project

Name of Vendor: WORKSCAPE, INC.

The Vendor, being familiar with and understanding the Bidding Documents, and also having examined the site and having become familiar with all local conditions affecting the project hereby proposes to furnish all necessary and required labor, material, equipment, supplies and transportation, and to perform all work in accordance with the Bidding Documents within the time limit set forth for the sum of:

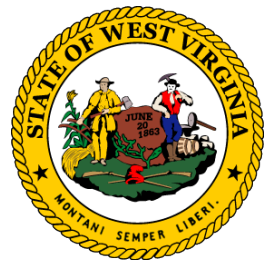
Base Bid:

Building 3 Demountable Partitions Project:

ONE MILLION, FIVE HUNDRED & FIFTY TWO THOUSAND,
NINE HUNDRED & SEVENTY TWO DOLLARS. (\$ 1,552,972.00).
(Show Bid Amount in both words and numbers.)

(In the event of a difference between the written bid amount and the number bid amount, the written bid amount shall govern.)

DIRTT Product Lead Times



1 Weeks

Ceiling track
Floors

10 Days

Breathe Wall
Power
Doors
Frames

2 Weeks

Frames w/ Tile Inserts
Custom Graphics
Willow Glass
Wood Doors
Copper Networks
Wall Tiles

3 Weeks

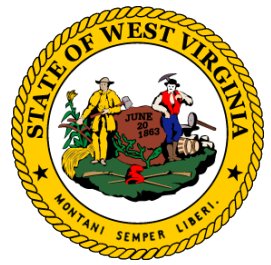
Millwork
PON Networks
Veneer Wrapped Extrusions
Bespoke Ceilings

4 Weeks

Oversized Ceiling Height Extrusions (Greater than 10' 0")
Timber Frame

4+ Weeks

Long Lead Time Finishes
Custom Product Solutions



Introduction

DIRTT's high quality powder coated, veneer wrapped and anodized finishes are extremely durable. However, even the best finish needs a little TLC during installation and daily use and occasional damage may occur.

This general guide is intended to assist architects, contractors, owners, building managers, and others concerned with care and maintenance of powder coated, anodized or veneer finishes on architectural metal. The following are suggested methods for establishing safe cleaning processes and recommended maintenance procedures for DIRTT products.

All questions should be directed to your DIRTT Rep or a DIRTT PM, and they will guide you through this process. Contact information is on your 'DIRTT CARES' card.

Care and Cleaning

Anodized Extrusions

Anodized material has an extremely hard surface that is very colorfast and mar resistant. DIRTT's anodized finish is applied by a computer automated, high quality commercial anodizer specializing in architectural finishing. It provides consistent color and long product life in a variety of applications.

Much like painted surfaces, an anodized finish should be cleaned using **mild soap** solutions to retain its original beauty. Products that are safe for use with bare hands, including most commercial cleaning products, can be safely used. The cleaning solution should be applied with a **soft cloth, sponge or brush**. Avoid the use of strong acid or alkali cleaners.

Severely soiled anodized surfaces can be cleaned a little more aggressively than painted surfaces. For example, slight scuff marks and rub marks on an anodized surface can be removed with a mild abrasive pad such as a Scotch-Brite™ scouring pad. Use the pad to remove the mark, and then clean the surface using the mild soap solution. Rinse the surface thoroughly with clean water and dry with a soft cloth.

As with painted surfaces, in **coastal areas** where the finish is exposed to salt spray or in areas containing heavy industrial pollutants, the cleaning should take place on a regular maintenance program.

Powder Coated Extrusions

DIRTT's factory applied, heat-cured powder coat finishes are durable and very colorfast. To assure that they retain their original beauty, these highly durable finishes should be cleaned occasionally. When selecting a cleaning solution, use **mild soap solutions** that are safe for use with your bare hands such as those products that one would use to wash a car. Avoid the use of strong acid or alkali cleaners as they may damage the finish.

Solvents no stronger than mineral spirits or denatured alcohol may be used to remove grease, sealants or other materials. Never mix cleaners or cleaners and solvents as the resultant mixture can cause harmful or even dangerous results. **Do not use abrasive cleaners or materials** such as steel wool or abrasive brushes, which can also harm the surface. Once heavy soil, grease or sealant is removed the mild soap solution should be applied with a soft cloth, sponge or soft brush. Rinse the surface thoroughly with clean water and dry with a soft cloth.

In coastal areas where the finish is exposed to salt spray or in areas containing heavy industrial pollutants the cleaning should take place on a regular basis. For example, cleaning the painted finish can be scheduled as a part of the regular maintenance program for glass cleaning.



...Care and Cleaning

Veneer Wrapped Extrusions

Much like painted surfaces, your veneer wrapped finish should be cleaned using mild soap solutions to retain its original beauty. **Furniture polish is NOT RECOMMENDED** for veneer wrapped surfaces. Products that are safe for use with bare hands including most commercial cleaning products can be safely used.

The cleaning solution should be **applied with a soft cloth, sponge or brush**. Avoid the use of strong acid or alkali cleaners. Rinse the surface thoroughly with clean water and dry with a soft cloth.

Field Repairs of Minor Damage

It is almost a given that some damage will occur and touch up work will be required during or after installation. But the good news is that most surface damage can be easily repaired if the damage is slight, such as a scratch or rub mark.

Anodized

Sanding of anodized material that is going to be touched up is **NOT RECOMMENDED**. The anodized surface is aluminum oxide, which is generally harder than the sandpaper. Some rub marks on an anodized surface can be removed with a mild abrasive pad such as a Scotch-Brite™ scouring pad prior to touch up painting.

Powder Coated

Minor powder coated surface damage can be sanded prior to touch up painting with excellent results. For scratches or gouges use a relatively coarse grit paper to remove the damage, then use progressively finer paper to remove the sanding marks, finishing with a 180 to 220 grit sandpaper.

Veneer

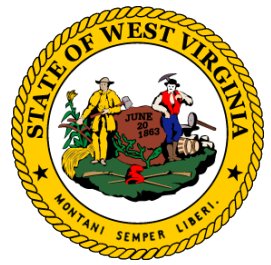
Veneer wrapped extrusions that receive minor scratches can be repaired with the supplied stain kit. For best results a trained professional should do this work.

Touch Up Painting

Touch up paint is supplied in small aerosols or bottles with a built in brush for easy application and is to be applied very sparingly. It is intended to cover small blemishes or to touch up exposed cut ends on fabricated parts. It is not intended for use on large areas of more than a few square inches.

The touch up color will closely match the factory applied painted or anodized finish, however the finish is not as hard, nor performance the same, as baked-on finishes. After cleaning the area to be touched up, wipe the area with denatured alcohol to remove any moisture or cleaning residue and apply the touch up per the instructions provided with the touch up kit.

Large dents or large scratches will likely require replacement. A sample of the piece should be sent back to DIRTT to achieve the best match.



Introduction

This section is intended to assist architects, contractors, owners, building managers, and others concerned with care and maintenance of glass. The following are suggested methods for establishing safe cleaning processes and recommended maintenance procedures for DIRTT products.

All questions should be directed to your DIRTT Rep or a DIRTT PM, and they will guide you through this process. Contact information is on your 'DIRTT CARES' card.

Care and Cleaning

Interior Glass

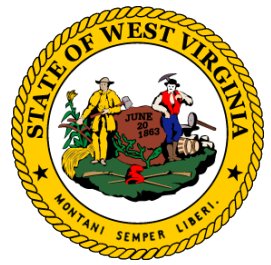
Cleaning glass in an interior application requires some delicacy, especially if the surface is etched. The glass should be cleaned with a mild, non-alkaline detergent that contains no abrasives or polishing agents to prevent scratches or residue left on the glass which may cause patchiness on the etched surface. Abrasive or caustic cleaners are not to be used in any application.

Wipe the glass until dry using a soft cloth or paper towel removing any streaks that may have formed; liquids left on the glass may cause staining. If any contaminants remain on the glass, a solution of 50/50 water and isopropyl alcohol can be used to remove it. This works well with sticky or gluey materials. Use light to moderate pressure as excessive pressure or hard scrubbing motions may damage the glass surface.

Exterior Glass

Regular cleaning is an important part of building maintenance when glass is used on the exterior of a building. Pollutants in the air and water and run off from concrete or mortar during construction can leave deposits on the glass. These deposits, if left to sit and not cleaned off during routine maintenance, will corrode the glass and permanently etch the surface.

To wash glass on the exterior of a building, first rinse it off with fresh clean water to remove any loose dirt or other particles that may scratch the glass. After the glass is thoroughly soaked, use a mild, abrasive free detergent and a soft brush or other non-abrasive applicator to wipe down the glass. Dry the glass with a squeegee; any residue on the glass or surrounding gaskets, frame or sealants must be wiped dry with a cloth.



Introduction

This guide is intended to assist architects, contractors, owners, building managers, and others concerned with care and maintenance of various Tile Finishes. The following are suggested methods for establishing safe cleaning processes and recommended maintenance procedures for DIRTT products.

All questions should be directed to your DIRTT Rep or a DIRTT PM, and they will guide you through this process. Contact information is on your 'DIRTT CARES' card.

Film

Writeaway Film

Mild detergent and water can be used for general cleaning purposes applied with a clean, lint free cloth. For more aggressive cleaning, a decreasing agent may be used to remove permanent markers, etc. Moderate scrubbing can be applied without affecting the surface finish. **Do not use ammonia based cleaners** as they leave a film behind that will affect the write-ability of the surface. **Do not use applicators with a rough texture**, such as scouring pads or sandpaper.

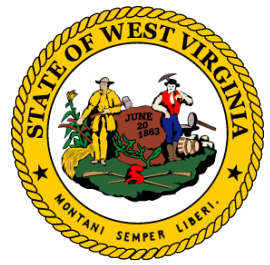
Wrapture Film - 3M

Use a clean, soft cloth with commercially available synthetic detergent and water. Use a soft cloth or sponge without abrasives. **Do not use organic solvents or strong detergents** that are either highly alkaline ($\text{pH} > 11$) or acid ($\text{pH} < 3$). Hot water may be required for heavier soil.

Although DI-NOC architectural finishes may be removable, the application techniques and the recommended substrate primers increase adhesion so that clean removal without substantial substrate damage is unlikely. The better alternative is to apply new film or surface covering over the DI-NOC film. 3M does offer some basic guidelines if you wish to attempt removal.

To repair substrate damage such as holes and chipped or peeling paint; smooth the surface by using an appropriate filler and/or sanding. If using a filler, be sure it is fully cured before proceeding. Seal the surface with primer and a finish such as paint or other sealant. Two coats may be needed. Follow the chemical manufacturer's recommendations for surface preparation and chemical application. If you are painting a surface, use a high quality, semi-gloss paint. Do not use matte paint or paint with silicone, graffiti-resistant or texturizing additives. Allow the paint or surface finish to cure thoroughly before applying the film.

This product is covered by the 3M Basic Product Warranty, which warrants that if this product has any physical product or manufacturing defects that 3M's sole liability under the terms of the Warranty is replacement or credit for the returned, unused material. There is no finished or applied graphic warranty nor warranted durability. However, thorough testing and use of this product throughout the world for many years indicates that it is highly durable when used in vertical installations as described in the applicable 3M Product and Instruction Bulletins.



Fabrics

Standard Fabric

DIRTT Standard Fabric tiles contain 100% Eco Intelligent® Polyester fabric. Depending on the specific style, the fabric can be cleaned following either the "WS" or "SW" Cleaning Codes listed below; check the DIRTT website for Fabric Specifications. Note that COM Fabrics may require alternate Care Methods.

Code "WS" Care Method

- To prevent overall soil, frequent vacuuming or light brushing to remove dust and grime is recommended. Spot clean, with a mild solvent, an upholstery shampoo, or the foam from a mild detergent. When using a solvent or dry cleaning product, follow instructions carefully and clean only in a well ventilated room. Avoid any product which is highly toxic. With either method, pre-test a small area before proceeding. Use a professional furniture cleaning service when an overall soiled condition has been reached.

Code "SW" Care Method

- Spot clean with upholstery shampoo, foam from a mild detergent, or mild dry cleaning solvent. Pretest a small, inconspicuous area before proceeding. Do not saturate. Pile fabrics may require brushing with a non-metallic, stiff bristle brush to restore appearance. Hot water extraction or steam cleaning is not a recommended cleaning method. Cushion casings should not be removed and laundered or dry cleaned. To prevent overall soiling, frequent vacuuming or light brushing with a non-metallic, stiff bristle brush to remove dust and grime is recommended. When cleaning a spill, blot immediately to remove spilled material. Clean spots or stains from the outside to the middle of affected area to prevent circling. Use a professional overall soiled condition has been reached.

Code "S" Care Method

- To prevent overall soil, frequent vacuuming or light brushing to remove dust and grime is recommended. Spot clean using a mild water-free solvent or dry cleaning product. Clean only in a well ventilated room and avoid any product containing carbon tetrachloride which is highly toxic. Pretest small area before proceeding. Cleaning by a professional furniture cleaning service only is recommended.

Code "W" Care Method

- Use water base upholstery cleaner only.

Code "XS" Care Method

- Clean this fabric only by vacuuming or light brushing to prevent accumulation of dust or grime. Water-based foam cleaners or solvent-based cleaning agents of any kind may cause excessive shrinking, staining or distortion of the surface pile and, therefore; should not be used. A word of caution on cleaning: never remove cushion covers or arm caps for separate cleaning. It may destroy the backing, cause shrinking and color changes.

Tackable Fabric

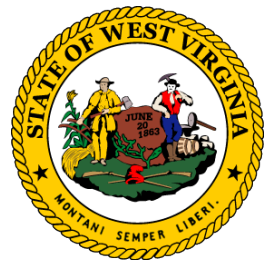
Clean Tackable Tile Fabrics as specified above but **ensure the Tackable Tile is not saturated**, which can seriously damage the tackable substrate.

Painted Tiles

Chromacoat

Chromacoat is DIRTT's water-based paint. It is applied in the factory and produces fewer VOCs than low VOC latex. Unlike buckets of on-site applied paint, Chroma-coat requires only one coat. Painted surfaces should be cleaned using mild soap solutions. Products that are safe for use with bare hands including most commercial cleaning products can be safely used.

The cleaning solution should be **applied with a soft cloth, sponge or brush**. Avoid the use of strong acid or alkali cleaners. Rinse the surface thoroughly with clean water and dry with a soft cloth.



Other Surfaces

Thermofoil

Thermofoil is a good choice for healthcare and Java Center applications because it is seamless, easy to clean and impervious to staining. To clean Thermofoil use a mild detergent or soap (sparingly) and water. Never use anything abrasive or powered agents to clean a Thermofoil finish as this can cause scratching. Always use a cotton cloth or non-abrasive sponge.

To remove stubborn stains such as makeup or ball-point ink; place a cloth or sponge damp with 70% Isopropyl Alcohol on top of the stain for 30 minutes. After 30 minutes, remove the cloth or sponge and wipe.

Use a bag of ice on top of chewing gum or wax spills until you can crumble it off.

To disinfect Thermofoil surfaces, a mixture of 10% bleach and 90% water can be used on most thermofoil surfaces. Before using the mixture on an entire surface, be sure to test it on a non-visual spot.

Cleaners to avoid include: any abrasive cleaner; most solvent based cleaners and harsh chemicals; any cleaner in combination with a brush; cleaners containing ammonia; baking soda.

If a harsh chemical is spilled on a thermofoil surface, wipe it up immediately. Wash the surface with soapy water and rinse several times. Thermofoil products are not intended for use as cutting surfaces; always use a cutting board. Do not place hot items from a stove directly onto surface.

Magnetic Markerboards

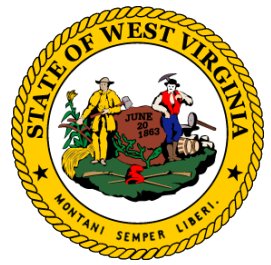
Magnetic Markerboards should be cleaned using mild soap solutions. Products that are safe for use with bare hands including most commercial cleaning products can be safely used. Solvents no stronger than mineral spirits or denatured alcohol may be used to remove grease or marker residue. Expo Dry Eraser Whiteboard Cleaner is recommended for removing "ghosting" (retained residue of erased markings). Never mix cleaners and solvents as the resultant mixture can cause harmful or even dangerous results. Do not use abrasive cleaners or materials such as steel wool or abrasive brushes, which can harm the surface.

The cleaning solution should be applied with a soft cloth, sponge or brush. Avoid the use of strong acid or alkali cleaners. Rinse the surface thoroughly with clean water and dry with a soft cloth.

PVC Zippers and Wall Trims

PVC should be cleaned using mild soap solutions. Products that are safe for use with bare hands including most commercial cleaning products can be safely used. Solvents no stronger than mineral spirits or denatured alcohol may be used to remove grease or marker residue. Never mix cleaners and solvents as the resultant mixture can cause harmful or even dangerous results. Do not use abrasive cleaners or materials such as steel wool or abrasive brushes, which can harm the surface.

The cleaning solution should be applied with a soft cloth, sponge or brush. Avoid the use of strong acid or alkali cleaners. Rinse the surface thoroughly with clean water and dry with a soft cloth.



Introduction

This guide is intended to assist architects, contractors, owners, building managers, and others concerned with care and maintenance of moving parts such as Door Hardware. The following are suggested methods for establishing safe cleaning processes and recommended maintenance procedures for DIRTT products.

All questions should be directed to your DIRTT Rep or a DIRTT PM, and they will guide you through this process. Contact information is on your 'DIRTT CARES' card.

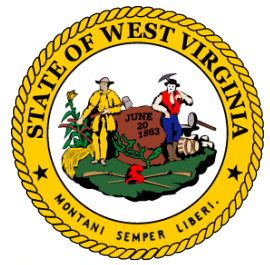
Care and Cleaning of Door Hardware

Lacquered or Clear-Coated Finishes

Door Hardware with Lacquered or Clear-Coated finishes should be wiped with a soft, damp cloth. A mild soap may be lightly used if very dirty. Particular care should be taken to avoid paint smears, thinners and strong cleaning agents as they will quickly destroy the protective coatings and subject the finish to rapid oxidation and discoloration. Initial care for finishes requires only periodic cleaning with mild non-abrasive soap and light buffing with a soft cloth.

Bright Chrome or Satin Chrome Finish

Door Hardware with Bright Chrome or Satin Chrome finishes should be wiped with a soft damp cloth. A high grade chrome polish may be used according to directions to clean and restore the original shine and satin finish.



DIRTT Environmental Solutions ("DIRTT"), 7303 – 30TH Street SE, Calgary, AB Canada T2C 1N6, warrants the products sold by DIRTT to be free from defects in material and workmanship in normal use and service. DIRTT will repair or replace any defective parts falling under this limited warranty for ten (10) years from the date of purchase and will be responsible for reasonable labor and shipping costs incident to repairing or replacing any such defective parts, subject to the exclusions set forth herein. This limited warranty does not cover any damage that occurs as a result of installation or normal wear and tear. This limited warranty will also not cover any damage from force majeure.

The benefits of this limited warranty shall extend only to the original buyers of DIRTT products purchased through DIRTT's authorized Distribution Partners, and not to any subsequent purchasers or third parties. Any product, part, or component must have been installed, maintained and used in the manner in which they were intended according to DIRTT's published information at www.dirtt.net, in order to be eligible for coverage under this limited warranty and must not have been subject to misuse or abuse.

WHAT WILL WE DO TO CORRECT THE PROBLEMS?

DIRTT will repair or replace, at DIRTT's option, any part of the product, or the entire product, that is defective in material or workmanship in normal use and service. DIRTT may require inspection by a factory representative prior to any repairs or replacement. For additional information regarding this warranty please contact your DIRTT Distribution Partner.

HOW DO YOU GET SERVICE?

Contact your DIRTT Distribution Partner. He or she will identify or verify the problem and notify DIRTT. Pictures may also be needed to help the DIRTT Team determine problem areas. Warranty claims and resolution will be handled by your DIRTT Distribution Partner.

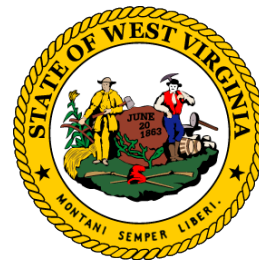
ARE THERE EXCEPTIONS?

Some.

For example, DIRTT's warranty does not cover:

- Customer's Own Materials (COM) – textiles, finishes, etc.
 - * DIRTT tests Customer's Own Material (COM) and other client-supplied items for manufacturing quality only and does not provide any warranty with regard to these materials;
- Maintenance of other manufacturers' products, except to pass through their warranty where applicable and where possible;
- Normal wear and tear;
- Natural variations in wood grain or the presence of character marks;

DIRTT Limited Warranty *con't*



- Changes in surface finishes due to aging or exposure to light;
- The colorfastness or the matching of colors of textiles, including an exact match to cuttings or to swatch cards;
- Products exposed to extreme environmental conditions or improper storage;
- Damage due to force majeure.
- DIRTT Barn Door V2 Softclose has Limited 1 Year Warranty. Abuse not covered.

THE FOLLOWING WILL VOID THE WARRANTY:

- Failure to apply, install or maintain products according to published DIRTT instructions and guidelines available at www.dirtt.net (If you do not already have one, you may either request a password to gain access to these documents, or have them emailed to you.);
- Any abuse, misuse, or accident;
- Alteration or modification of the product.

THIS WARRANTY APPLIES WORLDWIDE:

EXCEPT FOR THE EXPRESS WARRANTY CONTAINED HEREIN, DIRTT MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ALL OTHER WARRANTIES, HOWEVER ARISING, ARE HEREBY EXCLUDED. IN NO EVENT SHALL DIRTT BE LIABLE FOR ANY LOSS OF PROFITS OR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF THE SAME, AND THE SOLE REMEDY OF DIRTT DISTRIBUTION PARTNERS' AND THEIR CUSTOMERS SHALL BE, AT DIRTT'S ELECTION, REPAIR OR REPLACEMENT OF THE DEFECTIVE PART(S) OR PRODUCT(S) UNDER WARRANTY, OR THE RETURN OF ALL PAYMENTS RECEIVED BY DIRTT WITH RESPECT TO SUCH PRODUCT(S). THE REMEDIES SET FORTH IN THIS INSTRUMENT ARE EXCLUSIVE, AND THE LIABILITY OF DIRTT WITH RESPECT TO ANY CONTRACT OR SALE OR ANYTHING DONE IN CONNECTION THEREWITH, WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY, OR OTHERWISE, SHALL NOT, EXCEPT AS EXPRESSLY PROVIDED HEREIN, EXCEED THE PRICE OF THE PRODUCT(S) ON WHICH SUCH LIABILITY IS BASED.

Effective August 2013

© 2005–2015 DIRTT Environmental Solutions