



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

State of West Virginia Purchase Order

Order Date: 11-22-2022

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

Order Number:	CPO 0603 0603 ADJ2100000047 6	Procurement Folder:	881219
Document Name:	MCA South- Generators & Transfer Switches Installation	Reason for Modification:	CHANGE ORDER NO. 3- To extend contract time and increase contract amount per the attached documentation.
Document Description:	CHANGE ORDER NO 3- To extend contract time & increase price		
Procurement Type:	Central Purchase Order		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-07-27
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-12-15

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	VS0000012488	Requestor Name:	Charles A Bowman																				
MASTER SERVICE CORPORATION 2553 HARRISON AVE ELKINS WV 26241 US		Requestor Phone:	(304) 561-6654																				
Vendor Contact Phone:	304-636-8170	Requestor Email:	charles.a.bowman26.nfg@army.mil																				
Discount Details:		<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
	<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
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#4	Not Entered																						

INVOICE TO	SHIP TO
STATE FINANCE ADJUTANT GENERALS OFFICE 1703 COONSKIN DR CHARLESTON WV 25311-1085 US	MOUNTAINEER CHALLENGE PROGRAM - SOUTH ADJUTANT GENERALS OFFICE 305 FAYETTE PIKE MONTGOMERY WV 25136 US

Total Order Amount:	\$823,196.00
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tina H 12/14/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>12/22/2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>12/27/2022</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

CHANGE ORDER NO. 3- To extend and increase the original contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. The contract (unit prices, hourly rates, annual fee, etc.) is increased as defined in the attached documentation.

Effective date of extension 11/01/2022 through 12/15/2022

Original Contract Price: \$821,000.00
Change Order No. 2 Increase: \$ 2,196.00
Contract New Total: \$823,196.00

EFFECTIVE DATE OF CHANGE: September 13, 2022

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	26111604	0.00000		0.000000	397000.00
Service From	Service To	Manufacturer		Model No	
2021-07-27	2022-12-15				

Commodity Line Description: 300KW Generator and Transfer Switch-Maclin Hall

Extended Description:

Contract Item #1- Lump Sum Price for 300KW Gas Powered Generator and 600AMP Transfer Switch and Installation for Maclin Hall, per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	26111604	0.00000		0.000000	424000.00
Service From	Service To	Manufacturer		Model No	
2021-07-27	2022-12-15				

Commodity Line Description: 300KW Generator and Transfer Switch-The Tech Center

Extended Description:

Contract Item #1- Lump Sum Price for 300KW Gas Powered Generator and 800AMP Transfer Switch and Installation for The Tech Center, per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	26111604	0.00000		0.000000	2196.00
Service From	Service To	Manufacturer		Model No	
2022-09-13	2022-12-15				

Commodity Line Description: CHANGE ORDER NO. 3- To extend contract time & increase price

Extended Description:

CHANGE ORDER NO. 3- To extend contract time and increase contract amount per the attached documentation.

CHANGE RIDER

To be attached to and form a part of Bond No. B-2797279

Executed by Master Service Corporation

as Principal and by THE CINCINNATI INSURANCE COMPANY, as Surety,

in favor of State of West Virginia

as Obligee and effective as of 6/8/2021
(original effective date of bond)

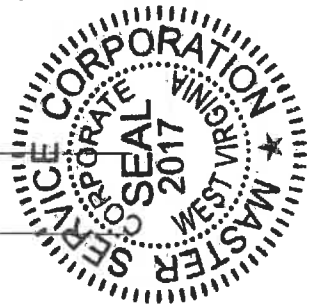
In consideration of the mutual agreements herein contained the Principal and the Surety hereby consent to changing bond amount due to RFP #2

From: Bond Amount of \$821,000

To: Bond Amount of \$823,196

Nothing herein contained shall vary, alter or extend any provision or condition of this bond except as herein expressly stated. This rider is effective on the 19th day of December, 2022

Kathryn V. Jetter
Principal



Accepted:

THE CINCINNATI INSURANCE COMPANY

[Signature]
Obligee

By Cinder Campbell
Attorney-in-fact



By CHIEF PROCUREMENT OFFICER
Title

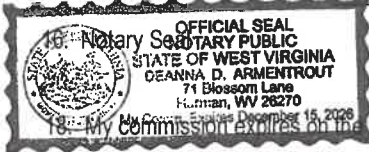
ACKNOWLEDGMENTS

Acknowledgment by Principal if individual or Partnership

1. STATE OF _____
2. County of _____ to-wit:
3. I, _____, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that _____
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this _____ day of _____ 20 _____
6. Notary Seal _____ 7: _____
(Notary Public)
8. My commission expires on the _____ day of _____ 20 _____

Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Randolph to-wit:
11. I, Deanna Armentrout, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Kathryn V. Totten
13. who as, Vice President signed the foregoing writing for
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this 19th day of December 20 22



17: Deanna D Armentrout
(Notary Public)

18. My commission expires on the 15th day of December 20 26

Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Randolph to-wit:
21. I, Deanna Armentrout, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Cindee J. Campbell
23. who as, Attorney-In-Fact signed the foregoing writing for
24. The Cincinnati Insurance Company a corporation,
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.



27: Deanna D Armentrout
(Notary Public)

28. My commission expires on the 15th day of December 20 26

Sufficiency in Form and Manner
of Execution Approved

This 20 day of Dec 20 22

By: John S. Gray
Attorney General
(Deputy Attorney General)

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY and THE CINCINNATI CASUALTY COMPANY, corporations organized under the laws of the State of Ohio, and having their principal offices in the City of Fairfield, Ohio (herein collectively called the "Companies"), do hereby constitute and appoint

Cindee J. Campbell and/or Deanna D. Armentrout

of Elkins, West Virginia their true and legal Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and deliver on behalf of the Companies as Surety, any and all bonds, policies, undertakings or other like instruments, as follows:

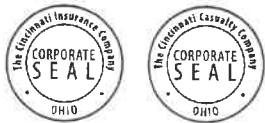
Any such obligations in the United States, up to
Ten Million and No/100 Dollars (\$10,000,000.00).

This appointment is made under and by authority of the following resolutions adopted by the Boards of Directors of The Cincinnati Insurance Company and The Cincinnati Casualty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company.

RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary and the Seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS WHEREOF, the Companies have caused these presents to be sealed with their corporate seals, duly attested by their President or a Senior Vice President this 19th day of December, 2018.



THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

STATE OF OHIO)SS:
COUNTY OF BUTLER)

Stephen A. Justice

On this 19th day of December, 2018 before me came the above-named President or Vice President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, to me personally known to be the officer described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of said Companies and the corporate seals and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporations.



Keith Collett
Keith Collett, Attorney at Law
Notary Public – State of Ohio
My commission has no expiration date.
Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of The Cincinnati Insurance Company and The Cincinnati Casualty Company, hereby certify that the above is the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Power of Attorney is still in full force and effect.

Given under my hand and seal of said Companies at Fairfield, Ohio, this 19th day of December, 2022



Ed H



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGW-FMO

22 November 2022

TO: Ms. Tara Lyle, Buyer Supervisor
West Virginia Division of Purchasing

FROM: Mr. Dean Wingerd, Procurement Analyst
Office of the Adjutant General, State of West Virginia

RE: Change Order Justification
CPO-ADJ2100000047
CO#3 MCA South- Generators & Transfer Switches Installation
Master Service Corporation

This change order request for the project noted above is to extend the contract time until December 15, 2022 and to increase the price by \$2,196.00. The letter dated October 18, 2022, from the Vendor reflects this request for an extension to the contract and is attached to this submission. Also included is another letter from the Vendor dated September 13, 2022 outlining the request for a price increase. This change order request is necessary because of delays in receiving the generators to complete the job due to the ongoing COVID pandemic, in fact, it took over a year to receive the generators for this project, this extension will allow for completion of the work, and to allow for the final invoice payment. This change order request is late because of issues obtaining a properly executed bond rider, staff vacations and illness, the State Purchasing Conference, the end of the Federal fiscal year and because of staff workload.

Per this justification, we respectfully request the approval of Change Order #3 as submitted.

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at claude.d.wingerd.nfg@army.mil.

Dean Wingerd
Procurement Analyst
WV Military Authority
Construction & Facilities Management Office

Increase
and extension
approved
TJA



Master Service™

Industrial & Commercial Electrical Contracting

2553 Harrison Avenue ♦ Elkins, WV 26241

Adjutant General's Office
1707 Coonskin Dr.
Charleston, WV 25311

Attn: Paul Richards

October 18th, 2022

Re: MCA South – Generators &
Transfer Switches Installation
Montgomery, WV 25136
P.O. # ADJ2100000047

We offer the following proposal for the owner's consideration.

We are requesting a no cost change order to extend our contract's completion date to December 15th, 2022. This request is due to Southern Pacific Gas not having design work and sufficient gas supply on site at the Tech Building until the afternoon of October 18th, 2022. We are requesting a time extension of 45 days to complete our work and the final tests of the generator at this site.

If you have any questions, please feel free to call.

Sincerely,

Bryan C. Totten

Bryan C. Totten
President

West Virginia Army National Guard
Construction & Facilities Management Office
1703 Coonskin Drive
Charleston, West Virginia, 25311-1085

FMO-OTR-

September 29, 2022

Mrs. Lyle,

Please find the following change order packet for the subject contract (CPOADJ2100000047) is in the amount of \$2,196.00 This change order is for the installation of a natural gas regulator to provide the appropriate amount of pressure to the new back-up generator at Maclin Hall. The project is in Montgomery, West Virginia. A description of the services is provided below.

We request a courtesy call if there are any problems associated with the attached change order so that we may have an opportunity to address the issue in a timely manner. The point of contact for this change order is Paul Richards at (304) 561-6548.

1. Itemized Changes:

a. **Item #1: Gas Pressure Regulator Installation**

1. Description of work: Furnish and install 2" Gas Regulator for the new generator at Maclin Hall.

2. Justification for Change:

- (a) Facts: The current gas regulator is not the appropriate size to operate the addition of a new generator. After further investigation it has been determined that a 2" Gas Regulator located at the device will prevent the unit from shutting down due to a lack of appropriate operating pressure.
- (b) Electricity is essential element for operations at the Mountaineer Challenge Academy. It provides lighting, security, heating, air conditioning and life safety concerns.

2. Accounting Summary:

CONSOLIDATED PRICING OF CHANGE ORDER		
Description	Federal Funds	State Funds
Item #1: Gas Pressure Regulator Installation	\$1,647.00	\$549.00
Total	\$1,647.00	\$549.00

Respectfully



PAUL RICHARDS
Project Manager

Concurrence,

Cc:
LTC Beckner, FMO



Master Service

Industrial & Commercial Electrical Contracting

2553 Harrison Avenue ♦ Elkins, WV 26241

Adjutant General's Office
1707 Coonskin Dr.
Charleston, WV 25311

Attn: Paul Richards

September 13th, 2022

Re: MCA South – Generators &
Transfer Switches Installation
Montgomery, WV 25136
P.O. # ADJ2100000047

We offer the following proposal for the owner's consideration.

Master Service Corporation and Casto Technical Services offer to install a 2" Sensus Gas Regulator for Maclin Hall,

Paul Lancaster of Casto Technical Services advised MSC the regulator has an estimated 5–7-day delivery period.

Cost of this work is \$ 2,196.00

Please see the attached breakdown of material and labor estimated for this change and advise if we are to proceed with this work.

If you have any questions, please feel free to call.

Sincerely,

Bryan C. Totten

Bryan C. Totten
President

Phone: (304) 636-8170 ♦ Fax: (304) 636-8206 ♦ Email: mssc@masterservicecorp.com

www.masterservicecorp.com

MASTER SERVICE CORPORATION
MCA SOUTH - GENERATORS AND TRANSFER
SWITCHES INSTALLATION
MONTGOMERY, WV

September 13, 2022
 RFP # 2

PROVIDE AND INSTALL A 2" SENSUS GAS REGULATOR AT MACLIN HALL

Description	Quantity	Unit Cost	Extended Materials	Labor Units	Labor Hours
CASTO'S REGULATOR QUOTE	1	\$1,900.000	\$1,900.00	0.000	0.00
MATERIAL TOTAL			\$1,900.00		
LABOR HOURS			0		
\$56.00 LABOR PER HOUR			\$0.00		
LABOR TAXES			\$0.00		
10% OVERHEAD AND PROFIT			\$190.00		
SUBTOTAL			\$2,090.00		
3% BOND			\$62.70		
2% B&O TAX			\$43.05		
GRAND TOTAL			\$2,196		



CASTO Technical Services

We make buildings work...Better!

PO Box 627
540 Leon Sullivan Way
Charleston, WV 25301
Fax 304-346-8920

QUOTE

Client: Maclin Hall CO#1
Contact: Bryan Totten
Date: Sept. 12, 2022
Quote #: 189431
Location: Montgomery, WV

Paul Lancaster
plancaster@castotech.com
304-346-0549

PROJECT: Install Gas Regulator at Maclin Hall

SCOPE OF WORK:

Furnish and install (1) 2" Sensus Gas Regulator with 5 lb inlet and 6-14 in.wc. outlet pressure. for new generator at Maclin Hall.

*5-7 DAY DELIVERY FOR
REGULATOR AS PER P.L.*

PRICE & TERMS: \$1,900.00

The stated price listed above is for the above scope of work (including all state and local taxes). Additional services, repairs, or improvements that are not presented in the above description are excluded from this price.

WEST VIRGINIA CONTRACTOR LICENSE #WV001241

EXCLUSIONS:

1. All asbestos testing and removal will be owners responsibility
2. BAS controls
3. Electrical Disconnect Switch
4. Additional Glycol

CLARIFICATIONS:

1. Our terms are net 30 days.
2. Price will be held firm for 30 days.
3. Work will be performed during normal working hours
4. Normal working hours are M-F 8:00 am to 4:30 pm.
5. 1-Year Parts and Labor Warranty is Included
6. Project may be progress billed if deemed necessary
 check if a set payment schedule is needed

APPROVED:

Maclin Hall CO#1

Authorized Representative

Title

Acceptance Date

APPROVED:

CASTO TECHNICAL SERVICES

Paul Lancaster
Authorized Representative

Operations Manager/ Estimator
Title

Proposal Date