



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

State of West Virginia
Purchase Order

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

Order Date: 07-31-2024

Order Number:	CPO 0403 0013 DBS2400000009 2	Procurement Folder:	1381334
Document Name:	WVSDB PE Building Fire Alarm and Suppression System	Reason for Modification: Change Order 01 To Issue Notice to Proceed	
Document Description:	WVSDB PE Building Fire Alarm and Suppression System		
Procurement Type:	Central Purchase Order		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-07-26
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-04-22

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000012488	Requestor Name:	Tabitha J Crist
MASTER SERVICE CORPORATION 2553 HARRISON AVE ELKINS WV 26241 US		Requestor Phone:	(304) 822-4810
Vendor Contact Phone:	304-636-8170	Requestor Email:	tabitha.crist@k12.wv.us
Discount Details:		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
	Discount Allowed Discount Percentage Discount Days		
#1	No 0.0000 0		
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST ROMNEY WV 26757-1894 US	CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST ROMNEY WV 26757-1894 US

Total Order Amount: \$543,000.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 8/1/24 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 8/1/24 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 8/1/24 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 01

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Contract Terms: 7/26/2024 - 4/22/2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151703	0.00000		0.000000	543000.00
Service From	Service To	Manufacturer	Model No		
2024-07-26	2025-04-22				

Commodity Line Description: WVSDB PE Building Fire Alarm and Suppression System

Extended Description:

WVSDB PE Building Fire Alarm and Suppression System



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

July 26, 2024

Master Service Corporation
2553 Harrison Ave
Elkins, WV 26241

Subject: CPO DBS 2400000009 – Notice To Proceed

The West Virginia Schools for the Deaf and the Blind is issuing this letter as a Notice To Proceed for the performance of the contract services of the above Purchase Order. As per the specifications, the contract item must be completed within two hundred and seventy (270) calendar days from the date indicated below on this letter. The contract item must be completed for the agency, West Virginia Schools for the Deaf and the Blind, located at 301 E. Main St, Romney WV 26757.

Notice To Proceed date: July 26, 2024

Should you have further questions don't hesitate to contact us.

Very truly yours,

Tabitha J Crist
Chief Financial Officer
West Virginia Schools for the Deaf and the Blind

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Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

MASTER SERVICE CORPORATION

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	2/1/2017		2/3/2017	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 10000.0000
Charter County	Randolph	Control Number	0
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	100.000000
Authorized Shares	100	Young Entrepreneur	Not Specified

Addresses

Type	Address
Local Office Address	2553 HARRISON AVENUE ELKINS, WV, 26241
Mailing Address	2553 HARRISON AVENUE ELKINS, WV, 26241 USA
Notice of Process Address	BRYAN C. TOTTEN 2553 HARRISON AVENUE ELKINS, WV, 26241
Principal Office Address	2553 HARRISON AVENUE ELKINS, WV, 26241 USA
Type	Address

Officers

Type	Name/Address
Incorporator	BRYAN TOTTEN P O BOX 861 ELKINS, WV, 26241
President	BRYAN TOTTEN 2553 HARRISON AVENUE ELKINS, WV, 26241
Secretary	KATHRYN V. TOTTEN 2553 HARRISON AVENUE ELKINS, WV, 26241
Treasurer	KATHRYN V. TOTTEN 2553 HARRISON AVENUE ELKINS, WV, 26241
Vice-President	KATHRYN V. TOTTEN 2553 HARRISON AVENUE ELKINS, WV, 26241
Type	Name/Address

Annual Reports

Filed For

2024

2023

2022

2021



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Jul 18, 2024



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Jul 23, 2024



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e.g. 1606N020Q02

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Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



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For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

Any Words ⁽ⁱ⁾

All Words ⁽ⁱ⁾

Exact Phrase ⁽ⁱ⁾

e.g. 123456789, Smith Corp

"MASTER SERVICE CORP" ×

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Magu (W)</u> Date: <u>7.30.24</u> Solicitation No. <u>CPO DBS 24*09</u> <u>C/O # 1</u>	Agency: WVSDB Procurement Officer Submitting Requisition: Tabitha Crist Requisition No. CPO DBS 24*09 Change Order #1 PF No.: 1381334
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1 Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Maximum budgeted amount in wvoasis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Suggested vendors in wvoasis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

