

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: 04-23-2025

Order Number:	CPO 0403 0013 DBS2400000009 3	Change Order No: 1	Procurement Folder:	1381334	
Document Name:	WVSDB PE Building Fire Alarm and Suppression System : WVSDB PE Building Fire Alarm and Suppression System		Reason for Modification: Change Order 02		
Document Description:					
				To Extend and Increase Contract	
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:	2025-05-22	

		VENDOR				DEPARTMENT CONTACT	
Vendo	or Customer Code:	VS0000012488			Requestor Name:	Tabitha J Crist	
MAST	ER SERVICE CORPO	RATION			Requestor Phone:	(304) 822-4810	
2553 I	HARRISON AVE				Requestor Email:	tabitha.crist@k12.wv.us	
ELKIN	IS	,	wv	26241			
US							
Vendo	or Contact Phone:	304-636-8170	Extension	n:			
Disco	ount Details:				_	2025	
	Discount Allowed	Discount Percei	ntage	Discount Days	_	FILE LOCATION	
#1	No	0.0000		0			
#2	Not Entered						
#3	Not Entered						
#4	Not Entered						

INVOIC	E TO		SHIP TO
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND		CENTRAL SUPPLY SCHOOL FOR THE DEAF & B	LIND
301 EAST MAIN ST		301 EAST MAIN ST	
ROMNEY	WV 26757-1894	ROMNEY	WV 26757-1894
us .		us	

30/25 60

\$557,413.70 **Total Order Amount:**

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

ERAL APPROVALAS TO FORM

ENCUMBRANCE CERTIFICATION

ELECTRONIC SIGNATURE ON FIL

ELECTRONIC SIGNATURE ON FILE

ELECTRONIC SIGNATURE ON

Date Printed: Apr 23, 2025

Order Number: CPO 0403 0013 DBS2400000009 3

DATE:

Page: 1

FORM ID: WV-PRC-CPO-002 2020/05

Extended Description:

Change Order 02

Change Order No. 02 is issued to extend and increase the original contract to 5/22/2025 and by \$14,413.70 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to add additional time and costs due to unforeseen condition that were found after the abatement.

Effective date of change 4/23/2025 Extend Contract From: 4/23/2025

To: 5/22/2025

Original Contract Price: \$543,000

Increase: \$14,413.70

Contract New Total: \$557,413.70

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151703	0.00000		0.000000	557413.70
Service From	Service To	Manufacturer		Model No	
2024-07-26	2025-05-22				

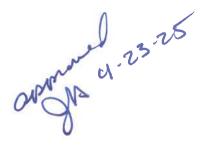
Commodity Line Description: WVSDB PE Building Fire Alarm and Suppression System

Extended Description:

WVSDB PE Building Fire Alarm and Suppression System

 Date Printed:
 Apr 23, 2025
 Order Number:
 CPO 0403 0013 DBS2400000009 3
 Page: 2
 FORM ID: WV-PRC-CPO-002 2020/05





Est. 1870 301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

To:

Josh Hager, Buyer Supervisor

From:

Tabitha Crist, West Virginia Schools for the Deaf and the Blind

Date:

April 22, 2025

Subject:

CPO DBS 24 0009 - Change Order 02 WVSDB PE Building Fire Alarm and Suppression

System Cost Increase and Time Extension

West Virginia Schools for the Deaf and the Blind is currently replacing the fire alarm and suppression system in the PE Building. Unfortunately, the work needed an additional valve and curb box that was not expected. There were no previous indications that would have allowed us to incorporate this into the original plan. We are requesting an increase in cost for \$14,413.70 as we feel this was reasonable to complete the work.

Further, the vendor requested an additional 30 days due to the unforeseen issue. New contract end date is May 22, 2025.



${ m AIA}^{\circ}$ Document G701 $^{\circ}$ – 2017

Change Order

PROJECT: (Name and address)

WVSDB

OWNER: (Name and address) WV School for the Deaf & Blind 301 East Main Street

Ronney, WV 26757

CONTRACT INFORMATION:

Contract For Constructom

Date: 07-26-2024

ARCHITECT: (Name and address) McKinley Architecture + Engineering 1324 Chapline Street, Suite 400

Wheeling, WV 26003

CHANGE ORDER INFORMATION:

Change Order Number: 001

Date: 04-15-2025

CONTRACTOR: (Name and address)

Master Services 2553 Harrison Ave. Elkins, WV 26241

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.) See attached documentation

The original was

The net change by previously authorized Change Orders

The prior to this Change Order was

The will be increased by this Change Order in the amount of

The new including this Change Order will be

543,000.00 557,413.70

The Contract Time will be unchanged by Zero (0) days. The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time. that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BY Bob Smith, Construction Administrator

(Printed name, title, and license number if required)

22 April 2025

Bryon C. H

CONTRACTOR (Signature)

BY: Bryan Totten. President

(Printed name and title)

4 22 25

BY: Tabitha Crist, CFO

(Printed name and title)

4/22/2025



2553 Harrison Avenue • Elkins, WV 26241

McKinley Architecture & Engineering Fort Henry Building 1324 Chapline Street, Suite 400 Wheeling, WV 26003 April 7, 2025

Attn: Bob Smith

Re: WVSDB PE BUILDING F/A and Suppression Upgrades Romney, WV

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

RFP # 1R: We offer to provide changes required for the site utilities. The current contract documents show a 4" domestic water line tied into the fire loop that does not exist. This includes installing an additional 8" valve and curb box to be installed near the Blue & Gold Building for isolation of the fire loop, supplying a 4" isolation valve and curb box that extends closer to the sidewalk, and capping off the 4" line on the new 8" fire loop extending toward the PE Building.

Cost of this work is \$ 14,413.70 Additional days requested to complete – 30 days.

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 President

Bryan C. Totten

WVSDB PE BUILDING F/A AND SUPPRESSION UPGRADES ROMNEY, WV

April 7, 2025 RFP # 1R

Extended

Labor

Labor

CHANGES REQUIRED FOR THE SITE UTILITIES. THE CURRENT CONTRACT DOCUMENTS SHOW A 4" DOMESTIC WATER LINE TIED INTO THE FIRE LOOP THAT DOES NOT EXIST. THIS INCLUDES INSTALLING AN ADDITIONAL 8" VALVE AND CURB BOX TO BE INSTALLED NEAR THE BLUE & GOLD BUILDING FOR ISOLATION OF THE FIRE LOOP, SUPPLYING A 4" ISOLATION VALVE AND CURB BOX THAT EXTENDS CLOSER TO THE SIDEWALK, AND CAPPING OFF THE 4" LINE ON THE NEW 8" FIRE LOOP EXTENDING TOWARD THE PE

	Description	Quantity		Cost	Materials	Units	Hours	
	SUBCONTRACT FOR NITRO CONSTRUCTION	C	1	\$11,758.460			0.000	0.00
	FIELD SUPERINTENDENT		1	\$0.000	\$0.00		2.000	2.00
	TRAVEL ALLOWANCE		1	\$25.000	\$25.00		0.000	0.00
	PER DIEM		1	\$25.000	\$25.00		0.000	0.00
	MATERIAL TOTAL				\$11,808.46			
	LABOR HOURS				2			
\$65.00	LABOR PER HOUR				\$130.00			
	LABOR TAXES				\$32.50			
	SUBTOTAL				\$11,970.96			
6%	SALES TAX				\$708.51			
10.0%	OVERHEAD AND PROFIT - SUBCONTRACT	ORS			\$1,246.40			
15.0%	OVERHEAD AND PROFIT - CONTRACTOR				\$12.38			
3.5%	BOND				\$487.84			
0%	B&O TAX				\$0.00			
	GRAND TOTAL				\$14,413.70			

Unit



CHANGE ORDER REQUEST

To: Master Services Corporation

From:

Nitro Construction Services

2553 Harrison Avenue

4300 1st Avenue

Elkins, WV 26241

Nitro, WV 25143

304-636-8170 Ext.111

304-880-4216 Cell

bryan@masterservicecorp.com

pbarber@nitrocs.com

Bryan Totten (President)

Pete Barber (Project Mgr.)

PROJECT NAME		СН	ANGE ORDER NO.	DATE OF REQUEST	114/15
			FP001	4/4/2025	
PROJECT LOCATION		-	PROJECT NO.	CONTRACT NO.	
301 East Main Street, Romney W	V 26757		23023.01		
CHANGE ORDER OVERVI	EW		SECTION(S) R	EFERENCED	
			Divison 21	& S1.01	
CHANGE IN COST	1000	No.	CHANGE	IN TIME	100
NO CHANGE X INCREASE IN COST DECREASE IN COST	\$11,758.46	х	NO CHANGE INCREASE IN TIME DECREASE IN TIME	# of Days = # of Days =	2:

DESCRIPTION OF CHANGE REQUESTED

Nitro Construction is providing a change order that reflects on the scope of working changing from the site utility and contract documents. Mckinley Architects has requested for a extra 8" valve and curb box to be installed near the Blue & Gold Bldg. for isolation of the fire loop. Other items that reflect from contract documents is the 4" domestic line that currently does not tie into fire loop that is existing. To supply a 4" isolation valve, curb box and extend closer to sidewalk and cap off 4" line on new 8" fire loop extending toward PE Bldg.

8" MJ Valve (\$3801.36) @15% (\$4371.56, (2) - 8" One Lock Gland Pks.) (\$160) @15% (\$184), (1) Curb Box Assemblies (\$400) @15% (\$460), Miscellanous Materials (Fuel, Concrete, Etc..) (\$486) @15% (\$558.90), Labor per hr. (\$100) 3 guys - (2) 10hr Days = (\$6000)

NAME & TITLE OF REQUESTING PARTY	DATE OF REQUEST
Pete Barber (Project Manager)	4/4/2025
RESPONSE	
NAME & TITLE OF RESPONDING PARTY	DATE OF RESPONSE

Your acceptance of this Change Order shall constitute a modification to our Agreement and will be performed subject to all the same terms and conditions in our Agreement indicated above, as fully as if the same were repeated in this acceptance. The adjustment, if any, to this Agreement shall constitute a full and final settlement of any and all claims arising out of or related to the change set forth herein, including claims for impact and delay costs.



Fwd: WV Schools for the Deaf and Blind purchases

1 message

Whittaker, Frank M <frank.m.whittaker@wv.gov>

Thu, Feb 20, 2025 at 9:41 AM

To: "Hager III, Joseph E" <joseph.e.hageriii@wv.gov>, "Atkins, Mark A" <mark.a.atkins@wv.gov>

Please see Sam's direction below. I think this one speaks to our earlier conversation.

Thanks guys.

----- Forwarded message -----

From: Willis, Samantha L <samantha.l.willis@wv.gov>

Date: Thu, Feb 20, 2025 at 9:04 AM

Subject: Fwd: WV Schools for the Deaf and Blind purchases

To: Frank M Whittaker <frank.m.whittaker@wv.gov>

We need to move all Board of Ed projects like other constitutional officers.

----- Forwarded message -----

From: Kelli Talbott <kelli.talbott@k12.wv.us>

Date: Wed, Feb 19, 2025 at 11:58 AM

Subject: RE: WV Schools for the Deaf and Blind purchases

To: Willis, Samantha L <samantha.l.willis@wv.gov>

Samantha.

Thank you for talking with me yesterday. This is to confirm our conversation that inasmuch as the West Virginia Board of Education and the State Supt. of Schools are constitutional officers who do not fall under the authority of the Governor, that any purchases we make would not be subject to the process that Purchasing has implemented in connection with EO 4-25 to require Governor's Office approval of purchases over \$100,000.00. Of course any purchases that we make that are not exempt from Purchasing requirements still must comply all of the typical requirements.

Thank you for your consideration.

From: Willis, Samantha L <samantha.l.willis@wv.gov>

Sent: Friday, February 14, 2025 11:46 AM To: Kelli Talbott <kelli.talbott@k12.wv.us>

Subject: Re: WV Schools for the Deaf and Blind purchases

[EXTERNAL SENDER]: Do not click links, open attachments or reply to this email unless you recognize the sender and know the content is safe.

TT 11	٠
KAII	1
IZCII	ж,

Tuesday at 11 works for me.

Thanks!

Sam

On Fri, Feb 14, 2025 at 9:12 AM Kelli Talbott <kelli.talbott@k12.wv.us> wrote:

Samantha:

Would you have time to chat with me on the phone next week about some issues that have arisen with regard to purchases for the WV Schools for the Deaf and the Blind. You may be aware that the schools are operated by the West Virginia Board of Education.

I'm out of the office today in a continuing legal education. I should have some time Tuesday at 11:00 if that would work for you. If not, I can give you additional availability.

Kelli D. Talbott

General Counsel

WVDE Office of Legal Services



1900 Kanawha Boulevard, East

Charleston, WV 25305-0330

(304) 558-3667 P

kelli.talbott@k12.wv.us

wvde.us

f | t | YT

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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			

Business	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical	Capital Stock	10000.0000
Purpose	& other wiring, plumbing, heating & air-conditioning, other)		
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	
Туре	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
Туре	Address

Officers		
Туре	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	
Туре	Name/Address	

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Filed For	
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2024	
2023	
2022	

	Subaward Reporting is live on SAM.gov Show Details <i>Mar 8</i> , 2025		×	See All Alerts
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