



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: 07-04-2025

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 0403 0013 DBS2400000009 4	Change Order No:	3	Procurement Folder:	1381334
Document Name:	WVSDB PE Building Fire Alarm and Suppression System			Reason for Modification:	Change order 3  To extend contract
Document Description:	WVSDB PE Building Fire Alarm and Suppression System				
Procurement Type:	Central Purchase Order				
Buyer Name:	Joseph (Josh) 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:	2025-06-03

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000012488 MASTER SERVICE CORPORATION 2553 HARRISON AVE  ELKINS WV 26241 US Vendor Contact Phone: 304-636-8170 Extension:  Discount Details: <table><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			Requestor Name: Tabitha J Crist Requestor Phone: (304) 822-4810 Requestor Email: tabitha.crist@k12.wv.us  <b>2026</b> FILE LOCATION _____
	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

CR 7-9-25

Total Order Amount: \$557,413.70

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>7/8/2025</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>7/10/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>7-10-25</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**  
Change Order 03

Change Order No. 03 is issued to extend the original contract to 6/3/2025 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 due to a subcontracting taking longer than expected and causing the punchout work to be delayed.

Effective date of change 5/22/2025  
Extend Contract From: 5/22/2025  
To: 603/2025

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	2025-06-03				

**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

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To: Josh Hager, Buyer Supervisor

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

Date: June 3, 2025

Subject: CPO DBS 24 0009 - Change Order 03 WVSDB PE Building Fire Alarm and Suppression System Time Extension

West Virginia Schools for the Deaf and the Blind is currently replacing the fire alarm and suppression system in the PE Building. The vendor needed an additional 12 days to complete the final punchout list. New contract end date is June 3, 2025.



# Document G701® – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> WVSDb PE Building Fire Safety Upgrades	<b>CONTRACT INFORMATION:</b> Contract For: Constructoin Date: 07-26-2024	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 002 Date: 06-10-2025
<b>OWNER:</b> <i>(Name and address)</i> WV School for the Deaf & Blind 301 East Main Street Romney, WV 26757	<b>ARCHITECT:</b> <i>(Name and address)</i> McKinley Architecture + Engineering 1324 Chapline Street, Suite 400 Wheeling, WV 26003	<b>CONTRACTOR:</b> <i>(Name and address)</i> 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.)*

Due to the expiration of the contract (22 May 2025), a "no cost time extension" Change Order must be provided to allow for the disbursement of the retainage.

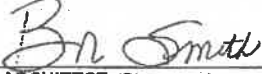
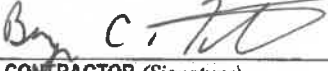
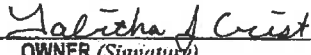



The original was	\$ 543,000.00
The net change by previously authorized Change Orders	\$ 14,413.70
The prior to this Change Order was	\$ 557,413.70
The will be unchanged by this Change Order in the amount of	\$ 0.00
The new including this Change Order will be	\$ 557,413.70

The Contract Time will be increased by Twelve (12) days.

The new date of Substantial Completion will be 06-03-2025

**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.**

 ARCHITECT (Signature)	 CONTRACTOR (Signature)	 OWNER (Signature)
BY: Bob Smith, CCA <i>(Printed name, title, and license number if required)</i>	BY: Bryan Totten, President <i>(Printed name and title)</i>	BY: Tabitha Crist, Finance Manager <i>(Printed name and title)</i>
 Date	 Date	 Date



Est. 1870

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

Date: June 3, 2025

Subject: Backdate Justification CPO DBS 24 009

West Virginia Schools for the Deaf and the Blind is currently updating the fire suppression system in our Physical Education Building. The contract expired on May 22, 2025. The final invoice was sent to me with an end date of June 3, 2025. The only work performed in the 12 days past the contract end date was the punchout work and the final invoice is only for retainage.

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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			

Organization Information			
<b>Business Purpose</b>	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		<b>Capital Stock</b> 10000.0000
<b>Charter County</b>	Randolph	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	100.000000
<b>Authorized Shares</b>	100	<b>Young Entrepreneur</b>	Not Specified

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

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

Annual Reports	
Filed For	
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