



"There is a better way  
to do anything. Find it."  
Thomas Edison



# MASTER SERVICE MID-ATLANTIC, INC.



www.masterservicema.com

Service Disabled Veteran Owned Small Business

P.O. Box 2417 • 1945 Harrison Avenue • Elkins, WV 26241 • 304/636-8170 • Fax: 304/636-8206

FAX TO: Tara Lyle

FAX NUMBER: 304 - 558 - 3970

DATE FAXED: 09/01/2011

FROM: PATRICK SMITH

SUBJECT: \_\_\_\_\_

RFQ# : DEFK11035

BUYER : TARA LYLE

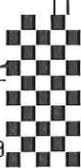
BID OPENING DATE : 09/01/2011

BID OPENING TIME : 1:30

HARD COPY OF ORIGINAL DOCUMENTS  
TO FOLLOW

Number of Pages Including Cover Sheet: 11

RECEIVED  
SEP - 1 P 1:16  
DIVISION  
OF IN





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

**Request for Quotation**

RFQ NUMBER  
 DEFK11035

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 TARA LYLE  
 304-558-2544

\*629125657 304-636-8170  
 MASTER SERVICE MID ATLANTIC IN  
 PO BOX 2417  
 ELKINS WV 26241-2417

DIV ENGINEERING & FACILITIES  
 NATIONAL GUARD ARMORY  
 ROUTE 4, BOX 498  
 MARTINSBURG, WV  
 25401 341-6368

DATE PRINTED	TERMS OF SALE	SHIP VIA	P.O.B.	FREIGHT TERMS
06/29/2011				

BID OPENING DATE: 08/16/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	CB		910-65		
<p>*****            PLEASE NOTE THERE IS A MANDATORY PRE-BID MEETING            SCHEDULED FOR 7/22/11 AT 11:00 AM AT THE MARTINSBURG            ARMORY LOCATED AT 2096 KELLY ISLAND ROAD            MARTINSBURG, WV 25401.            *****            PLEASE NOTE THE DRUG FREE WORKPLACE AFFIDAVIT AND BID            BOND ARE REQUIRED WITH BID SUBMISSION.            *****</p> <p>REMODELING AND ALTERATIONS</p> <p>See att.</p>						
<p>REQUEST FOR QUOTATION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE            AGENCY, DIVISION OF ENGINEERING AND FACILITIES            SERVICES, IS SOLICITING BIDS TO PROVIDE AND            INSTALL REPLACEMENT LIGHTING FOR THE MARTINSBURG            ARMORY PER THE ATTACHED SPECIFICATIONS.</p> <p>MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 07/22/11 AT            11:00 AM AT THE MARTINSBURG ARMORY LOCATED AT            2096 KELLY ISLAND ROAD, MARTINSBURG, WV 25401.</p>						

SIGNATURE: *[Signature]* TELEPHONE: 304 636 8170 DATE: 2 SEP 11  
 TITLE: PRESIDENT FEIN: 55-066-7885  
 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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<p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NOS :</p> <p>NO. 1 . . . . . ✓ PS . . . . .</p> <p>NO. 2 . . . . . ✓ PS . . . . .</p> <p>NO. 3 . . . . . ✓ PS . . . . .</p> <p>NO. 4 . . . . . . . . . . . . . . .</p> <p>NO. 5 . . . . . . . . . . . . . . .</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF TH ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <p><i>[Signature]</i> . . . . . SIGNATURE            MASTER SERVICE MID ATLANTIC, INC. COMPANY            9/01/2011 . . . . . DATE</p> <p>REV. 11/96</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
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SHEET NO.

DIV ENGINEERING & FACILITIES  
 NATIONAL GUARD ARMORY  
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<p><b>CONTRACTORS LICENSE</b></p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME: <u>MASTER SERVICE MID ATLANTIC, INC</u></p> <p>CONTRACTORS LICENSE NO.: <u>WV 010533</u></p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p style="text-align: center;">APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <p style="text-align: center;">-----            304-636-8206            -----</p> PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE: <p style="text-align: center;">-----            PATRICK SMITH, PRESIDENT            -----</p>						
***** THIS IS THE END OF RFQ DEFK11035 ***** TOTAL:						<u>See att.</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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DEFK11035

Martinsburg Armory  
2096 Kelly Island Road  
Martinsburg, WV 25401

BID FORM

DATE: 1 SEP 11

TO THE OWNER: Division of Engineering & Facilities  
1707 Coonskin Drive  
Charleston, WV 25311

PROJECT: Requisition No. DEFK11035  
Lighting project for the Martinsburg Armory

The undersigned, hereinafter called the Bidder, being familiar with and understanding the Bidding Documents and also having examined the site and being familiar with all local conditions affecting the project hereby proposes to furnish all labor, equipment, supplies and transportation, and to perform all Work in accordance with the Bidding Documents within the time set forth below for the sum of:

BASE BID: Project consists of providing labor, material, equipment and insurance for the removal and replacement of light fixtures at the Martinsburg Armory:

Ninety Eight Thousand Five Hundred Eighty Three <sup>00</sup>/<sub>100</sub>

(\$ 98,583<sup>00</sup> ).

The Bidder understands that it is the intent of the Owner to award a contract on the basis of the lowest Base Bid. The Bidder should submit an amount for the Base Bid and Alternate No. 1. Depending on the availability of funds, the Owner reserves the right to accept or reject Alternate No. 1. The Owner may elect to reject all Bid Proposals.

ALTERNATES

If the following alternate proposal is accepted, my/our Base Bid set forth herein above will be increased by the following amounts set opposite the respective alternate headings. In the event of difference between the written amount and the number amount, the written amount shall prevail.

ALTERNATE NO. 1

Providing material, labor and equipment to install site lighting (indicated on Drawing #2). Also to include the concrete base, anchor bolts, conduit and wiring, ground wire and items noted on Drawing #2.

Thirty Five Thousand One Hundred Ninety <sup>00</sup>/<sub>100</sub>

(\$ 35,190<sup>00</sup> )

In the event of a difference between the written amount and the number amount, the written amount shall prevail.

The contractor shall have 60 calendar days to complete the project from the date of the issuance of the Notice to Proceed. The Bidder agrees that this Bid shall not be withdrawn for a period of ninety (90) consecutive calendar days following the date for receipt of Bids.

RESPECTFULLY SUBMITTED:

DATE: 1 SEP 11

FIRM NAME: Master Service Mid Atlantic (CORPORATE SEAL

IF APPLICABLE)

ADDRESS: 1945 HARRISON AVE  
EIKINS WV 26241

WV VENDOR NO.: 629125657

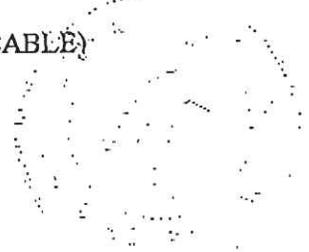
CONTRACTOR LICENSE NO.: WV010533

BY: *[Signature]*

(SIGNATURE, IN INK)

TITLE: PRESIDENT

END OF BID FORM





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

STATE OF WEST VIRGINIA

COUNTY OF RANDOLPH, TO-WIT:

I, PATRICK SMITH, after being first duly sworn, depose and state as follows:

- 1. I am an employee of MASTER SERVICE MID ATLANTIC and,  
(Company Name)
- 2. I do hereby attest that MASTER SERVICE MID ATLANTIC  
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code** §21-1D-5.

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

MASTER SERVICE MID ATLANTIC  
(Company Name)

By: PATRICK SMITH

Title: PRESIDENT

Date: 16 AUG 2011

Taken, subscribed and sworn to before me this 16<sup>th</sup> day of August 2011.

By Commission expires June 8, 2015

(Seal) OFFICIAL SEAL  
STATE OF WEST VIRGINIA  
NOTARY PUBLIC  
BETTE A. FURNIER  
PO Box 2355  
Elkins, WV 26241

Bette A. Furnier  
(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.**

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

**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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "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.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: Master Service Mid Atlantic

Authorized Signature: [Signature] Date: August 9, 2011

State of West Virginia

County of Randolph, to-wit:

Taken, subscribed, and sworn to before me this 9<sup>th</sup> day of August, 2011.

My Commission expires June 8, 2015.

**AFFIX SEAL HERE**

NOTARY PUBLIC Bette A Furnier



BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Master Service Mid-Atlantic, Inc.  
of Elkins, WV, as Principal, and Travelers Casualty and Surety Company of America  
of Hartford, CT, a corporation organized and existing under the laws of the State of  
CT with its principal office in the City of Hartford, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of Five Percent of Amount 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.

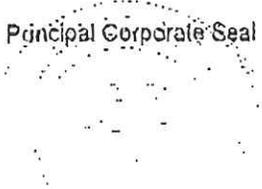
The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
DEFK11035 Removal and replacement of light fixtures at Martinsburg Armory, Martinsburg, WV

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 Obligee may accept such bid, and said Surety does hereby  
waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations  
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this  
16th day of August, 2011.



Master Service Mid-Atlantic, Inc.  
(Name of Principal)  
By: [Signature]  
(Must be President or  
Vice President)  
President  
(Title)

Surely Corporate Seal

Travelers Casualty and Surety Company of America  
(Name of Surety)  
By: [Signature]  
Pamela V. Lanham, Licensed WV Resident Agent Attorney-in-Fact

IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance. Corporate seals must be affixed,  
and a power of attorney must be attached.



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 220306

Certificate No. 003656736

KNOW ALL MEN BY THESE PRESENTS: That St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company and St. Paul Mercury Insurance Company are corporations duly organized under the laws of the State of Minnesota, that Farmington Casualty Company, Travelers Casualty and Surety Company, and Travelers Casualty and Surety Company of America are corporations duly organized under the laws of the State of Connecticut, that United States Fidelity and Guaranty Company is a corporation duly organized under the laws of the State of Maryland, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Andrew K. Teeter, Donna J. Price, Douglas P. Taylor, Kimberly L. Miles, C. Lee Jordan, Pamela V. Lanham, and Christopher A. Michel

of the City of Charleston, State of West Virginia, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 11th day of May, 2010.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: George W. Thompson, Senior Vice President

On this the 11th day of May, 2010, before me personally appeared George W. Thompson, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal. My Commission expires the 30th day of June, 2011.



Marie C. Tetreault
Marie C. Tetreault, Notary Public