



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at [WVPurchasing.gov](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header 1

List View

- General Information
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 880622

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 0603

Vendor ID: VS0000012488

SO Doc ID: ADJ2100000037

Legal Name: MASTER SERVICE CORPORATION

Published Date: 5/24/21

Alias/DBA:

Close Date: 6/2/21

Total Bid: \$72,200.00

Close Time: 13:30

Response Date: 06/02/2021

Status: Closed

Response Time: 10:10

Solicitation Description: Addendum No.2 - MCA South- Intercom & Card

Responded By User ID: mscorporation

Total of Header Attachments: 1

First Name: Kathryn

Total of All Attachments: 1

Last Name: Totten

Email: msc@masterservicecorp.co

Phone: 304-636-8170



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

**State of West Virginia  
Solicitation Response**

**Proc Folder:** 880622  
**Solicitation Description:** Addendum No.2 - MCA South- Intercom & Card  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2021-06-02 13:30	SR 0603 ESR06022100000007933	1

**VENDOR**  
VS0000012488  
MASTER SERVICE CORPORATION

**Solicitation Number:** CRFQ 0603 ADJ2100000037  
**Total Bid:** 72200  
**Response Date:** 2021-06-02  
**Response Time:** 10:10:54  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

David H Pauline  
304-558-0067  
david.h.pauline@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Aiphone Intercom & Card Access Installation				72200.00

Comm Code	Manufacturer	Specification	Model #
46171619			

**Commodity Line Comments:**

**Extended Description:**

Contract Item #1- Lump Sum Price for Aiphone Intercom & Card Access System and Installation, per the attached documentation.



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

**State of West Virginia  
 Centralized Request for Quote**

<b>Proc Folder:</b> 880622		<b>Reason for Modification:</b>	
<b>Doc Description:</b> Addendum No.2 - MCA South- Intercom & Card		Addendum No. 2 - responses and pre-bid sign-in sheets attached. Bid opening moved to 06/02/2021 at 1:30 pm.	
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2021-05-24	2021-06-02 13:30	CRFQ 0603 ADJ2100000037	3

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

**Vendor Customer Code:**  
**Vendor Name :** Master Service Corporation  
**Address :** 2553 Harrison Avenue  
**Street :** 2553 Harrison Avenue  
**City :** Elkins  
**State :** WV **Country :** US **Zip :** 26241  
**Principal Contact :** Bryan C. Totten  
**Vendor Contact Phone:** 304-636-8170 **Extension:** 111

**FOR INFORMATION CONTACT THE BUYER**

David H Pauline  
 304-558-0067  
 david.h.pauline@wv.gov

Vendor Signature *Bryan C. Totten* FEIN# 81-5141037 DATE 06/02/2021

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

Addendum No. 2

1. To provide the sign-in sheets from the mandatory pre-bid meeting held on 5/19/2021. See attached pages.
  2. To move the bid opening from 05/26/2021 to 06/02/2021. The bid opening time remains at 1:30 pm.
  3. Responses to vendor questions attached.
- No other changes.

**INVOICE TO****SHIP TO**

ADJUTANT GENERALS  
OFFICE  
1703 COONSKIN DR

ADJUTANT GENERALS  
OFFICE  
305 FAYETTE PIKE

CHARLESTON                      WV  
US

MONTGOMERY                      WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Aiphone Intercom & Card Access Installation	1		\$ 72,200.00	\$ 72,200.00

Comm Code	Manufacturer	Specification	Model #
46171619			

**Extended Description:**

Contract Item #1- Lump Sum Price for Aiphone Intercom & Card Access System and Installation, per the attached documentation.

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Pre-bid meeting at 10:30 am	2021-05-19
2	Technical questions due at 10:00 am	2021-05-21

	Document Phase	Document Description	Page 3
ADJ2100000037	Draft	Addendum No.2 - MCA South- Intercom & Card	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

By C. Totten, PRESIDENT  
(Name, Title)  
Bryan C. Totten, President  
\_\_\_\_\_  
(Printed Name and Title)  
2553 Harrison Avenue, Elkins WV 26241  
\_\_\_\_\_  
(Address)  
304-636-8170 x111 / 304-636-8206  
\_\_\_\_\_  
(Phone Number) / (Fax Number)  
bryan@masterservicecorp.com  
\_\_\_\_\_  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

Master Service Corporation  
\_\_\_\_\_  
(Company)

By C. Totten, BRYAN C. TOTTEN, PRES.  
\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

Bryan C. Totten, President  
\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

06/02/2021  
\_\_\_\_\_  
(Date)

304-636-8170 x111 / 304-636-8206  
\_\_\_\_\_  
(Phone Number) (Fax Number)



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ ADJ2100000037**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

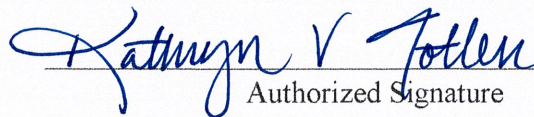
(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

Master Service Corporation

\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Authorized Signature

06/02/2021

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

**Subcontractor List Submission (Construction Contracts Only)**

**Bidder's Name:** Master Service Corporation

Check this box if no subcontractors will perform more than \$25,000.00 of work to complete the project.

Subcontractor Name	License Number if Required by W. Va. Code § 21-11-1 et. seq.

Attach additional pages if necessary

**CRFQ ADJ21\*37 - Exhibit "A" Pricing Page  
AiPhone Intercom Card Access System**

<b>Section</b>	<b>Description</b>	<b>Make and Model</b>	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Cost</b>
Exhibit B	Lump Sum Pricing for AiPhone Intercom & Card Access System and Installation		LS	1	\$ 72,200.00	\$ 72,200.00
<b>TOTAL BID AMOUNT (INCLUDES SHIPPING CHARGES)</b>						<b>\$ 72,200.00</b>

Vendor must identify Make and Model at time of submitting Bid Response. Vendor should provide Product Brochures indicating within the specifications that are equal prior to award.

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Master Service Corporation Address: 2553 Harrison Avenue

Elkins WV 26241

Name of Authorized Agent: Kathryn V. Totten, Vice-President Address: 2553 Harrison Avenue, Elkins WV 26241

Contract Number: CRFQ 0603 ADJ2100000037 Contract Description: MCA South Intercom & Card

Governmental agency awarding contract: WV Purchasing Division

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

**1. Subcontractors or other entities performing work or service under the Contract**

Check here if none, otherwise list entity/individual names below.

**2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

Check here if none, otherwise list entity/individual names below.

Bryan C. Totten, President 75%  
Kathryn V. Totten, Vice-President 25%

**3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

Check here if none, otherwise list entity/individual names below.

Signature: Kathryn V Totten

Date Signed: 05/24/2021

**Notary Verification**

State of West Virginia, County of Randolph:

I, Kathryn V Totten, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 24<sup>th</sup> day of May, 2021.

Laura Thompson

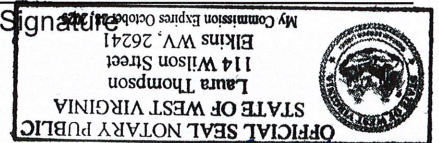
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_



Exp. 10-28-2025

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Master Service Corporation  
of Elkins, West Virginia, as Principal, and The Cincinnati Insurance  
Co. of Fairfield, Ohio, a corporation organized and existing under the laws of the State of Ohio  
with its principal office in the City of Fairfield, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of 5 % of bid (\$                    ) for the payment of which,  
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

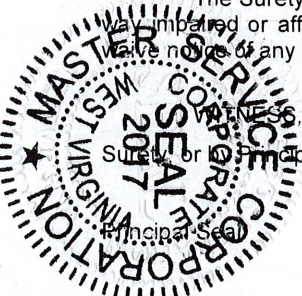
The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
Install new intercom and access control system at Maclin Hall and Tech Center on the Mountaineer  
Challenge Academy South Campus

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.

Witness the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and  
Surety, or by a proper officer individually if Principal is an individual, this 26th day of May, 20 21.



Master Service Corporation  
(Name of Principal)

By Kathryn V. Totten  
(Must be President, Vice President, or  
Duly Authorized Agent)

Vice President  
(Title)

The Cincinnati Insurance Company  
(Name of Surety)

Cinder Campbell  
Attorney-in-Fact



**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and  
must attach a power of attorney with its seal affixed.**

THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

Cindee Campbell, Deanna Armentrout,

of Oak Hill, WV

and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Ten Million Dollars and 00/100 (\$10,000,000.00)

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

"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."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

"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 or Assistant 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 CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 10th day of May, 2012.



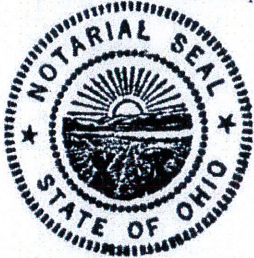
THE CINCINNATI INSURANCE COMPANY

Signature of Stephanie A. Justice

Vice President

STATE OF OHIO ) ss:
COUNTY OF BUTLER )

On this 10th day of May, 2012, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.



Signature of Mark J. Huller

MARK J. HULLER, 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, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, 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 Company at Fairfield, Ohio, this 26th day of May 2021

Signature of Scott R. Bolter

Assistant Secretary





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

I, Kathryn V. Totten, after being first duly sworn, depose and state as follows:

- 1. I am an employee of Master Service Corporation; and,  
(Company Name)
- 2. I do hereby attest that Master Service Corporation  
(Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code §21-1D**.

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

Printed Name: Kathryn V. Totten

Signature: *Kathryn V. Totten*

Title: Vice President

Company Name: Master Service Corporation

Date: 05/24/2021

STATE OF WEST VIRGINIA,

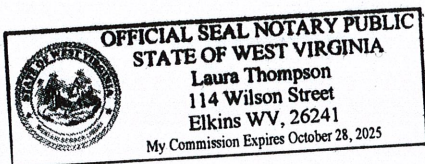
COUNTY OF Randolph, TO-WIT:

Taken, subscribed and sworn to before me this 24<sup>th</sup> day of May, 2021.

By Commission expires October 28, 2025

(Seal)

*Laura Thompson*  
(Notary Public)



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Master Service Corporation

Authorized Signature: *Kathryn V. Follen* Date: 05/24/2021

State of West Virginia

County of Randolph, to-wit:

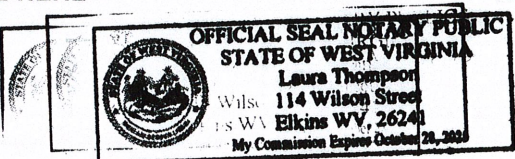
Taken, subscribed, and sworn to before me this 24 day of May, 2021.

My Commission expires October 28, 2025.

AFFIX SEAL HERE

NOTARY PUBLIC

*Laura Thompson*





# CONTRACTOR LICENSE

Authorized by the  
**West Virginia Contractor Licensing Board**

**Number:** WV056016

**Classification:**  
ELECTRICAL

MASTER SERVICE CORPORATION  
DBA MASTER SERVICE CORPORATION  
2553 HARRISON AVENUE  
ELKINS, WV 26241

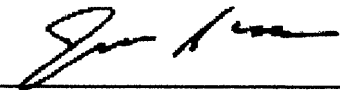
**Date Issued**

MARCH 20, 2021

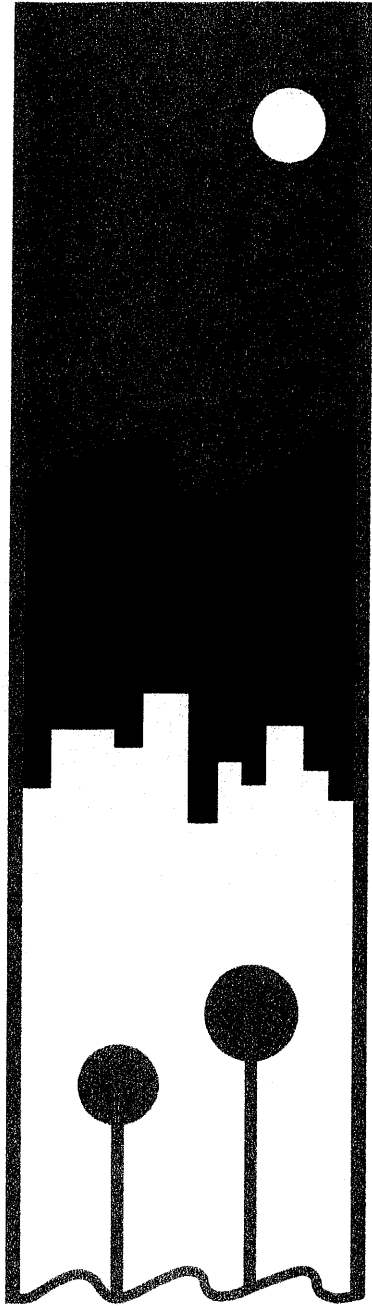
**Expiration Date**

MARCH 20, 2022

  
Authorized Company Signature

  
Chair, West Virginia Contractor  
Licensing Board

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.



**WEST VIRGINIA  
CONTRACTOR  
LICENSING  
BOARD**