



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 2

List View

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

Procurement Folder: 927744

Procurement Type: Central Purchase Order

Vendor ID: VS0000012488

Legal Name: MASTER SERVICE CORPORATION

Alias/DBA:

Total Bid: \$72,000.00

Response Date: 09/07/2021

Response Time: 10:00

Responded By User ID: mscorporation

First Name: Kathryn

Last Name: Totten

Email: msc@masterservicecorp

Phone: 304-636-8170

SO Doc Code: CRFQ

SO Dept: 0603

SO Doc ID: ADJ2200000015

Published Date: 9/1/21

Close Date: 9/7/21

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum 1 Construct FWAATS  
Install Generator & Transfer SW

Total of Header Attachments: 2

Total of All Attachments: 2



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:** 927744  
**Solicitation Description:** Addendum 1 Construct FWAATS Install Generator & Transfer SW  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2021-09-07 13:30	SR 0603 ESR09072100000001616	1

**VENDOR**  
VS0000012488  
MASTER SERVICE CORPORATION

**Solicitation Number:** CRFQ 0603 ADJ2200000015  
**Total Bid:** 72000  
**Response Date:** 2021-09-07  
**Response Time:** 10:00:03  
**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	FWAATS Install Generator & Transfer Switch				72000.00

Comm Code	Manufacturer	Specification	Model #
73152108			

**Commodity Line Comments:**

**Extended Description:**

Provide labor, materials, tools, supplies and equipment to install agency owned 200KW generator and 600AMP ATS (Automatic Transfer Switch) at FWAATS 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> 927744			<b>Reason for Modification:</b>
<b>Doc Description:</b> Construction - FWAATS Install Generator & Transfer Switch			
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2021-08-20	2021-09-07 13:30	CRFQ 0603 ADJ2200000015	1

**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 :** Harrison Aveniue

**City :** Elkins

**State :** WV **Country :** US **Zip :** 26241

**Principal Contact :** Bryan 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 X** *Kathryn V Totten* **FEIN#** 81-5141037 **DATE** 09/07/2021

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

**ADDITIONAL INFORMATION**

Construction:

The West Virginia Purchasing Division is soliciting bids on behalf of the Adjutant General's Office, Division of Engineering and Facilities to establish a contract to provide all labor, material, tools, equipment, supplies and supervision necessary to complete, the installation of an agency owned 200KW generator and 600AMP automatic transfer switch, at the FWAATS Facility, in Bridgeport, WV, per the attached specifications.

Mandatory pre-bid meeting August 26, 2021 at 12:30 pm at FWAATS in Bridgeport.  
 Technical questions due August 31, 2021 at Noon

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

ADJUTANT GENERALS  
 OFFICE  
 1707 COONSKIN DR

CHARLESTON WV  
 US

ADJUTANT GENERALS  
 OFFICE  
 NORTH CENTRAL WEST  
 VIRGINIA AIRPORT  
 1000 FIXED WING DRIVE  
 BRIDGEPORT WV  
 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	FWAATS Install Generator & Transfer Switch	1		72,000.00	72,000.00

Comm Code	Manufacturer	Specification	Model #
73152108			

**Extended Description:**

Provide labor, materials, tools, supplies and equipment to install agency owned 200KW generator and 600AMP ATS (Automatic Transfer Switch) at FWAATS per the attached documentation.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Mandatory Pre-bid Meeting at 12:30 pm	2021-08-26
2	Technical Questions Due by Noon	2021-08-31

CRFQ ADJ22\*15 - Exhibit A  
**Pricing Page**

ALL LABOR, MATERIALS, EQUIPMENT, AND SUPPLIES NECESSARY TO PROVIDE ALL ELECTRICAL WORK TO INSTALL AGENCY OWNED GENERATOR & TRANSFER SWITCH:

FIXED WING ARMY AVIATION TRAINING SITE (FWAATS)  
1000 FIXED WING DRIVE, BRIDGEPORT, WV 26330

The undersigned, hereafter called the Vendor, being familiar with and understanding the bidding documents; and being familiar with the site and all local conditions affecting the Project, hereby proposes to furnish labor, material, equipment, supplies, and transportation to perform the work as described in the bidding documents

VENDOR COMPANY NAME: Master Service Corporation

VENDOR ADDRESS: 2553 Harrison Avenue, Elkins WV 26241

TELEPHONE: 304-636-8170

FAX NUMBER: 304-636-8206

E-MAIL ADDRESS: msc@masterservicecorp.com

**CONTRACT TOTAL BID AMOUNT: COST:** ALL LABOR, MATERIALS, EQUIPMENT, AND SUPPLIES NECESSARY TO PROVIDE ALL ELECTRICAL WORK TO INSTALL AGENCY OWNED GENERATOR & TRANSFER SWITCH: **at FWAATS Facility, Bridgeport, WV.**  
Seventy Two Thousand Dollars.

72,000.00  
(\$ \_\_\_\_\_)  
(Contract bid to be written in words and numbers.)

Failure to use this bid form may result in bid disqualification.

SIGNATURE: *Kathryn V. Totten, VP* DATE: 09/03/2021

NAME: Kathryn V. Totten  
(Please Print)

TITLE: Vice President



REQUEST FOR QUOTATION - CRFQ ADJ22\*15  
**FWAATS-GENERATOR AND AUTOMATIC TRANSFER SWITCH INSTALLATION**

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- 11.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
- 11.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
- 11.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 11.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 11.5. Vendor shall inform all staff of Agency's security protocol and procedures.

**12. MISCELLANEOUS:**

**12.1. Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

**Contract Manager:** Bryan C. Totten

**Telephone Number:** 304-636-8170 ext. 111

**Fax Number:** 304-636-8206

**Email Address:** bryan@masterservicecorp.com

**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



**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.

Bryan C. Totten, PRES.

(Name, Title)

Bryan Totten, President

(Printed Name and Title)

2553 Harrison Avenue, Elkins WV 26241

(Address)

304-636-8170 / 304-636-8206

(Phone Number) / (Fax Number)

msc@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)

Kathryn V. Totten, VP

(Authorized Signature) (Representative Name, Title)

Kathryn V. Totten, Vice President

(Printed Name and Title of Authorized Representative)

09/03/2021

(Date)

304-636-8170 / 304-636-8206

(Phone Number) (Fax Number)





**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:

- I am an employee of Master Service Corporation; and,  
(Company Name)
- 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: 09/03/2021

STATE OF WEST VIRGINIA,

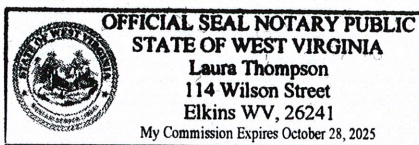
COUNTY OF Randolph, TO-WIT:

Taken, subscribed and sworn to before me this 3rd day of September, 2021.

By Commission expires 10-28-2025

(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 Totten* Date: 09/03/2021

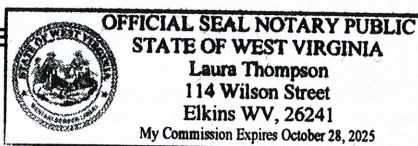
State of West Virginia

County of Randolph, to-wit:

Taken, subscribed, and sworn to before me this 3<sup>rd</sup> day of September, 2021.

My Commission expires 10-28-2025/Oct. 28, 2025.

AFFIX SEAL HERE



NOTARY PUBLIC

*Laura Thompson*



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ ADJ220000015**

**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:**

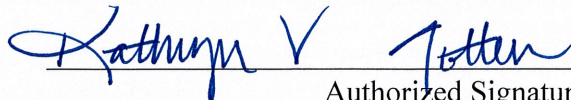
(Check the box next to each addendum received)

- |                                     |                |                          |                 |
|-------------------------------------|----------------|--------------------------|-----------------|
| <input checked="" type="checkbox"/> | Addendum No. 1 | <input type="checkbox"/> | Addendum No. 6  |
| <input 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

09/07/2021

Date

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



**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  
North Central West Virginia Airport - Replace existing 35KW generator, install agency owned 200KW generator and  
600A ATS and execute associate site work.

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, by Principal individually if Principal is an individual, this 31 day of August, 2021.



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 G 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 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.



STATE OF OHIO ) ss:
COUNTY OF BUTLER )

THE CINCINNATI INSURANCE COMPANY

Signature of Stephen A. Justice

Vice President

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 31st day of August 2021



Signature of Scott R. Bolen

Assistant Secretary