



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: 1187605	SO Doc Code: CRFQ
Procurement Type: Central Purchase Order	SO Dept: 0603
Vendor ID: VS0000012488	SO Doc ID: ADJ2300000018
Legal Name: MASTER SERVICE CORPORATION	Published Date: 3/30/23
Alias/DBA:	Close Date: 4/11/23
Total Bid: \$596,000.00	Close Time: 13:30
Response Date: 04/11/2023	Status: Closed
Response Time: 10:21	Solicitation Description: Construction Marshall County Readiness Center Generator, AT
Responded By User ID: mscorporation	Total of Header Attachments: 1
First Name: Kathryn	Total of All Attachments: 1
Last Name: Totten	
Email: msc@masterservicecorp.com	
Phone: 304-636-8170	



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Marshall County Readiness Center Generator & ATS Install				596000.00

Comm Code	Manufacturer	Specification	Model #
72000000			

**Commodity Line Comments:**

**Extended Description:**

Contract Item #1- Lump Sum Price for purchase and installation of a new 1000Kw natural gas generator and a 1000AMP automatic transfer switch for the Marshall County Readiness Center, 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> 1187605		<b>Reason for Modification:</b>	
<b>Doc Description:</b> Construction Marshall County Readiness Center Generator, AT		Addendum No. 3	
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2023-03-30	2023-04-11 13:30	CRFQ 0603 ADJ2300000018	4

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** VS0000012488  
**Vendor Name :** Master Service Corporation  
**Address :** 2553  
**Street :** Harrison Avenue  
**City :** Elkins  
**State :** WV **Country :** US **Zip :** 26241  
**Principal Contact :** Kathryn V. Totten  
**Vendor Contact Phone:** 304-636-8170 **Extension:**110

**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** 4/11/2023

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

**ADDITIONAL INFORMATION**

Addendum No. 3

- 1) To respond to additional vendor questions, see attached.
- 2) To move bid opening date & time to April 11, 2023, at 1:30 pm est.

No other changes.

INVOICE TO		SHIP TO	
ADJUTANT GENERALS OFFICE 1707 COONSKIN DR		ADJUTANT GENERALS OFFICE 1600 SOUTH LAFAYETTE AVENUE	
CHARLESTON	WV	MOUNDSVILLE	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Marshall County Readiness Center Generator & ATS Install	1		\$596,000.00	\$596,000.00

Comm Code	Manufacturer	Specification	Model #
72000000	Cummins	Diesel Generator	1000DQFAD

**Extended Description:**

Contract Item #1- Lump Sum Price for purchase and installation of a new 1000Kw natural gas generator and a 1000AMP automatic transfer switch for the Marshall County Readiness Center, per the attached documentation.

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Mandatory Pre-Bid Meeting at 10:30 am est.	2023-03-08
2	Technical Questions Due By Noon	2023-03-13
3	Technical Questions Due by 10:00 am est.	2023-03-27

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ ADJ2300000018**

**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 checked="" 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

4/11/2023

\_\_\_\_\_  
Date

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





**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.

(Printed Name and Title) Kathryn V. Totten

(Address) 2553 Harrison Ave., Elkins, WV 26241

(Phone Number) / (Fax Number) 304-636-8170 Ext. 110 / 304-636-8206

(Email address) katy@masterservicecorp.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Master Service Corporation

(Company)

Kathryn V. Totten, VP

(Signature of Authorized Representative)

Kathryn V. Totten, Vice President, 4/11/2023

(Printed Name and Title of Authorized Representative) (Date)

304-636-8170 Ext 110 / 304-636-8206

(Phone Number) (Fax Number)

katy@masterservicecorp.com

(Email Address)

REQUEST FOR QUOTATION – CRFQ ADJ23\*18  
Marshall County Readiness Center Generator & Automatic Transfer Switch

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**11. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency’s facilities. In the event that access cards and/or keys are required:

**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

**a. Liquidated Damages:** Contractor shall pay liquidated damages in the amount of \$1,500.00 per day of delay, plus a one-time fixed cost of \$1,250.00 for Staff Judge Advocate review for work not completed after contract completion date. This clause shall in no way be considered exclusive and shall not limit the State or Agency’s right to pursue any other available remedy.

Exhibit A  
CRFQ ADJ23\*18  
**Pricing Page**

ALL LABOR, MATERIALS, EQUIPMENT, AND SUPPLIES NECESSARY TO PROVIDE FOR THE PURCHASE & INSTALLATION OF A NEW 1000Kw NATURAL GAS GENERATOR & 1000AMP AUTOMATIC TRANSFER SWITCH:

MARSHALL COUNTY READINESS CENTER  
1600 South Lafayette Avenue, Moundsville, WV 26041

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 Ave.

Elkins, WV 26241

TELEPHONE: 304-636-8170

FAX NUMBER: 304-636-8206

E-MAIL ADDRESS: msc@masterservicecorp.com

**CONTRACT TOTAL BID AMOUNT: COST:** PURCHASE & INSTALLATION OF A NEW 1000Kw NATURAL GAS GENERATOR & 1000AMP AUTOMATIC TRANSFER SWITCH: **at the Marshall County Readiness Center, in Moundsville, WV.**

Five hundred ninety six thousand dollars

(\$ 596,000.00 )

(Contract bid to be written in words and numbers.)

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

SIGNATURE: Kathryn V Totten DATE: 4/11/2023

NAME: Kathryn V. Totten  
(Please Print)

TITLE: Vice President



**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  
Company 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  
Provide and install a 1,000 KW Diesel Generator, a 1,000 A Automatic Transfer Switch, intercept the existing  
service and re-wire with an emergency power configuration, and fence around the generator for the Marshall County  
Readiness Center.

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 Principal individually if Principal is an individual, this 20th day of March, 2023.



Master Service Corporation  
(Name of Principal)  
By Kathryn V Jotten  
(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  
THE CINCINNATI CASUALTY COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY and THE CINCINNATI CASUALTY COMPANY, corporations organized under the laws of the State of Ohio, and having their principal offices in the City of Fairfield, Ohio (herein collectively called the "Companies"), do hereby constitute and appoint

Cindee J. Campbell and/or Deanna D. Armentrout

of Elkins, West Virginia their true and legal Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and deliver on behalf of the Companies as Surety, any and all bonds, policies, undertakings or other like instruments, as follows:

Any such obligations in the United States, up to  
Ten Million and No/100 Dollars (\$10,000,000.00).

This appointment is made under and by authority of the following resolutions adopted by the Boards of Directors of The Cincinnati Insurance Company and The Cincinnati Casualty Company, which resolutions are now in full force and effect, reading as follows:

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.

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 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 Companies have caused these presents to be sealed with their corporate seals, duly attested by their President or a Senior Vice President this 19th day of December, 2018.



STATE OF OHIO )SS:  
COUNTY OF BUTLER )

THE CINCINNATI INSURANCE COMPANY  
THE CINCINNATI CASUALTY COMPANY

Stephen A. Ventre

On this 19th day of December, 2018 before me came the above-named President or Vice President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, to me personally known to be the officer described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of said Companies and the corporate seals and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporations.



Keith Collett  
Keith Collett, 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 and The Cincinnati Casualty Company, hereby certify that the above is the Original Power of Attorney issued by said Companies, 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 Companies at Fairfield, Ohio, this 20th day of March, 2023



Ed H

State of West Virginia  
Purchasing Division

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## CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

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In accordance with **West Virginia Code** § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. That report must include each of the items identified below in the Required Report Content section.

**Instructions:** Vendor should complete this coversheet, attach it to the required report, and submit it to the appropriate location as follows: For contracts more than \$25,000, the report should be mailed to the West Virginia Purchasing Division at 2019 Washington Street East, Charleston, WV 25305. For contracts of \$25,000 or less, the vendor should mail the report to the public authority issuing the contract.

**Contract Identification:**

Contract Number: \_\_\_\_\_

Contract Purpose: Provide Emergency Power For The Marshall County Readiness Center

Agency Requesting Work: West Virginia Adjutant General - Construction and Facilities Management Office

**Required Report Content:** The attached report must include each of the items listed below. The vendor should check each box as an indication that the required information has been included in the attached report.

- Information indicating the education and training service to the requirements of **West Virginia Code** § 21-1D-5 was provided;
- Name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- Average number of employees in connection with the construction on the public improvement;
- Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

**Vendor Contact Information:**

Vendor Name: Master Service Corporation

Vendor Telephone: 304-636-8170

Vendor Address: 2553 Harrison Ave.  
Elkins, WV 26241

Vendor Fax: 304-636-8206

Vendor E-Mail: msc@masterservicecorp.com



**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, VP  
 Title: Vice President  
 Company Name: Master Service Corporation  
 Date: 3/21/2023

STATE OF WEST VIRGINIA,

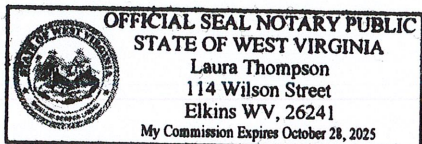
COUNTY OF Randolph, TO-WIT:

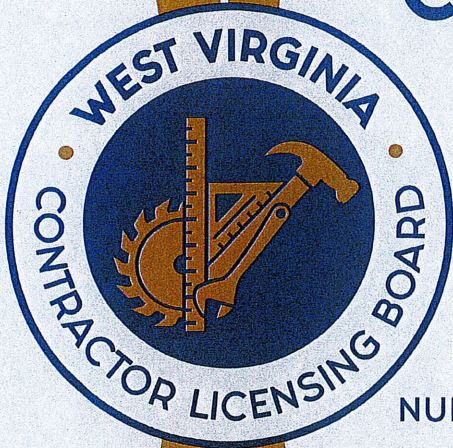
Taken, subscribed and sworn to before me this 21<sup>st</sup> day of March, 2023.

By Commission expires 10-28-2025

(Seal)

Laura Thompson  
 (Notary Public)





# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board

NUMBER: WV056016

CLASSIFICATION:  
ELECTRICAL  
SPECIALTY

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

DATE ISSUED

EXPIRATION DATE

MARCH 20, 2023

MARCH 20, 2024

Authorized Signature

Chair, West Virginia Contractor  
Licensing Board



A copy of this license must be readily available for inspection by the Board on every job site where contracting 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 is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.