



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. 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 with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 1

[General Information](#) [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 1688237

Procurement Type: Central Purchase Order

Vendor ID: VS0000012488

Legal Name: MASTER SERVICE CORPORATION

Alias/DBA:

Total Bid: \$97,600.00

Response Date: 06/12/2025

Response Time: 12:43

Responded By User ID: mscorporation

First Name: Kathryn

Last Name: Totlen

Email: msc@masterservicecorp.com

Phone: 304-636-8170

SO Doc Code: CRFQ

SO Dept: 0603

SO Doc ID: ADJ2500000039

Published Date: 6/6/25

Close Date: 6/12/25

Close Time: 13:30

Status: Closed

Solicitation Description: CCTV Cameras and Install

Total of Header Attachments: 1

Total of All Attachments: 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Security Cameras & Installation				97600.00

Comm Code	Manufacturer	Specification	Model #
46171610			

Commodity Line Comments:

Extended Description:

See Exhibit "A" Bid Form to input pricing.
 Contract Item #1- Lump Sum Price for Camera System and Installation



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
 Construction

Proc Folder: 1688237			Reason for Modification: Addendum No. 1
Doc Description: CCTV Cameras and Install			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-06-06	2025-06-12 13:30	CRFQ 0603 ADJ2500000039	2

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 :

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 X  **FEIN#** 81-5141037 **DATE** 06/10/2025

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

ADDITIONAL INFORMATION

Addendum No. 1

- 1.To publish the Prebid Sign-in sheets, see attached.
- 2.To respond to the vendor technical questions, see attached.
- 3.To move the Bid Opening Date & Time June 12, 2025, at 1:30 pm., est.
- 4.No Other Changes.

INVOICE TO**SHIP TO**

ADJUTANT GENERALS
OFFICE
1703 COONSKIN DR

ADJUTANT GENERALS
OFFICE
1001 ARMY RD

CHARLESTON WV
US

KINGWOOD WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Security Cameras & Installation	1			\$97,600.00

Comm Code	Manufacturer	Specification	Model #
46171610			

Extended Description:

See Exhibit "A" Bid Form to input pricing.
Contract Item #1- Lump Sum Price for Camera System and Installation

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Mandatory Prebid Meeting at 1:30 pm., est.	2025-05-29
2	Vendor Technical Questions Due By 11:00 am., est.	2025-06-04

	Document Phase	Document Description	Page
ADJ250000039	Final	CCTV Cameras and Install	3

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.

(Printed Name and Title) Bryan C. Totten, President

(Address) 2553 Harrison Avenue, Elkins, WV 26241

(Phone Number) / (Fax Number) (304) 636-8170 / (304) 636-8206

(email address) MSC@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) 

(Signature of Authorized Representative)
Bryan C. Totten, President 06/10/2025

(Printed Name and Title of Authorized Representative) (Date)
(304) 636-8170 / (304) 636-8206

(Phone Number) (Fax Number)
MSC@MasterServiceCorp.com

(Email Address)

REQUEST FOR QUOTATION – CRFQ ADJ*39
Security CCTV Camera System- Mountaineer Challenge Academy NORTH

GENERAL CONSTRUCTION SPECIFICATIONS (No AIA Documents)

- 1. PURPOSE AND SCOPE:** THE West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Adjutant General’s Office to establish a contract for the following:

Project Description: The purpose of this scope of work is to fix issues with the existing Mountaineer ChalleNGe Academy North’s (MCAN) main building camera system. The Mountaineer ChalleNGe Academy North is located at Camp Dawson near Kingwood, WV.

The Vendor shall furnish all materials, labor, and equipment necessary to complete all Construction Services. The Vendor shall furnish any incidental work, materials, labor, and equipment that are necessary to complete the Construction Services, even if such incidental work is not explicitly included in the Project Plans.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions and in the Project Plans as defined below.

2.1 “Certified Technician” means a Technician, certified by the respective manufacturers, to install and service the equipment or system that they are called upon to service.

2.2 “Construction Services” means installation of a new Network Video Recorder (NVR) and associated cameras that shall fully integrate with the existing Avigilon ® Camera system as more fully described in the Project Plans. Awarded contractor will be responsible for the removal, inventory, and boxing of existing cameras and digital video recorders (DVR).

2.3 “Pricing Page” means the pages contained in wvOASIS, attached hereto as Exhibit A, or included in the Project Plans upon which Vendor should list its proposed price for the Construction Services.

2.4 “Project Plans” means documents developed by an architect, an engineer, the Agency, or another design professional, which are attached hereto as Exhibit B, that provide detailed instructions on how the Construction Services are to be performed. In the event that Project Plans contain drawings or other documents too large to attach in Exhibit B, Vendors can obtain copies in accordance with Section 9 of these Specifications.

2.5 “Scope of Work” means Exhibit C

2.6 “Service Area” means the ability to respond to a Service Request, by the Vendor, using manufacturer certified technicians within twenty-four (24) hours following a request for service by the Agency.

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2.7 “Solicitation” means the official notice of an opportunity to supply the State with Construction Services that is published by the Purchasing Division.

3. ORDER OF PRECEDENCE: This General Construction Specifications document will have priority over, and supersede, anything contained in the Project Plans.

4. QUALIFICATIONS: Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

4.1. Experience: Vendor, or Vendor’s supervisory staff assigned to this project, must have successfully completed at least ten (10) that involved work similar to that described in these specifications or the Project Plans. Compliance with this experience requirement will be determined prior to contract award by the State through references provided by the Vendor upon request, through knowledge or documentation of the Vendor’s past projects, through confirmation of experience requirements from the architect assisting the State in this project, or some other method that the State determines to be acceptable. Vendor must provide any documentation requested by the State to assist in confirmation of compliance with this provision. References, documentation, or other information to confirm compliance with this experience requirement may be requested after bid opening and prior to contract award.

4.1.1. The Vendor should provide Manufacturer’s certification information to document their ability to install and service the manufacturer’s security access system and its components.

4.1.2. The Vendor shall also be a manufacturer’s factory authorized local service organization for the system bid that shall carry a stock of spare parts and provide maintenance for the security access systems, wireless readers and related systems under this contract. Local shall be defined as a Vendor’s ability to respond to a Service Request using manufacturer certified technicians within twenty-four (24) hours following a request for service by the Agency.

4.1.3. The Vendor shall provide a certified technician with the ability to respond to service requests within twenty-four (24) hours of notification.

4.1.4. The Vendor shall be a factory authorized and certified by the respective manufacturers to sell, install and service all systems equipment.

5. Vendor Installation Requirements:

5.1.1. Vendor shall provide all miscellaneous installation materials, wiring, cabling, labor, and accessories needed to install, commission, and provide a fully functional security camera system.

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5.2.Warranty:

5.2.1. Vendor shall provide a minimum of one (1) year warranty on parts and installation.

5.2.2. Software Support & Maintenance:

5.2.2.1 Vendor should include with their bid a copy of any Software Terms and Conditions or licenses that the State of West Virginia or the Agency will have to agree or accept as a part of this solicitation. **This information will be required before Purchase Order is issued.**

5.2.2.2 Vendor should include a copy of Maintenance Terms and Conditions or Licenses that the State of West Virginia or the Agency will be required to agree or accept as a part of this solicitation. **This information will be required before the Purchase Order is issued.**

6. CONTRACT AWARD: The Contract is intended to provide Agency with a purchase price for the Construction Services. The Contract will be awarded to the lowest qualified responsible bidder meeting the required specifications. If the Pricing Pages contain alternates/add-ons, the Contract will be awarded based on the grand total of the base bid and any alternates/add-ons selected.

6.1. If the Vendor is submitting an Equivalent Brand, vendor should provide Equivalent product brochures with their submitted bid response. This information may be required before award of contract.

7. ACCEPTANCE OF SYSTEM:

If the test period produces no issues, the agency will issue a Letter of Acceptance of the system, and the contract and warranty period would start at that time.

Once acceptance of the system is agreed to by the Agency and the Vendor. The Agency will issue a request for Change Order to the West Virginia Purchasing Division stating acceptance of the system thereby beginning the first (1) year warranty.

8. SELECTION OF ALTERNATES: PURSUANT to W. Va. Code § 5-22-1(f), any solicitation of bids shall include no more than five alternates. Alternates, if accepted, shall be accepted in the order in which they are listed on the bid form. Any unaccepted alternate contained within a bid shall expire 90 days after the date of the opening of bids for review. Determination of the lowest qualified responsible bidder shall be based on the sum of the base bid and any alternates accepted. **This project contains No alternates**

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Security CCTV Camera System- Mountaineer Challenge Academy NORTH

9. PERFORMANCE: Vendor shall perform the Construction Services in accordance with this document and the Project Plans.

10. SUBSTITUTIONS: Any substitution requests must be submitted in accordance with the official question and answer period described in the INSTRUCTIONS TO VENDORS SUBMITTING BIDS, Paragraph 4. Vendor Question Deadline. Vendors submitting substitution requests should submit product brochures and product specifications during the official question and answer period.

11. PROJECT PLANS: The checked box will apply to Project Plans for this solicitation.

- x **No Additional Project Plan Documents:** There are no additional Project Plans other than those attached hereto as Exhibit B or any subsequent addenda modifying Exhibit B.

12. CONDITIONS OF THE WORK

12.1. Permits: The Vendor shall procure all necessary permits and licenses to comply with all applicable Federal, State, or Local laws, regulations and ordinances of any regulating body.

12.2. Existing Conditions: If discrepancies are discovered between the existing conditions and those noted in the specifications, Vendor must immediately notify the Agency's representative. Vendor must also immediately notify the Agency if suspected hazardous materials are encountered.

12.3. Standard Work Hours: The standard hours of work for this Contract will be 7:30 am to 4:00 pm, excluding holidays recognized by the State of West Virginia. Any work outside of the standard hours of work must be approved in advance at the Agency's sole discretion. Authorization of work outside of the standard hours of work will not entitle Vendor to additional compensation.

12.4. Project Closeout: Project Closeout shall include the following:

12.4.1. Final Cleanup: Vendor shall perform the final cleanup activities listed below, along with any other final cleanup activities normally associated with the work performed under this Contract, prior to final inspection:

12.4.1.1. Removal and disposal of all shipping containers, packaging materials, and construction debris.

12.4.1.2. Restoring of areas to their original condition prior to the work

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12.4.1.3. Replacement of any materials damaged or destroyed because of the work.

12.4.2. Final Inspection: Vendor shall participate in a final inspection with the Agency’s project manager. The purpose of the final inspection will be to identify deficiencies that need to be remedied prior to Agency’s final acceptance of the work. Vendor shall at all times be obligated to perform in accordance with the Contract and must take all actions necessary to ensure that work complies with requirements of Contract prior to final acceptance. Final acceptance does not waive or release Vendor from its obligation to ensure that work complies with the Contract requirements. Vendor shall submit any warranty documents to the Agency project manager at final inspection.

12.5 Payment

12.5.1 Agency shall pay flat fee as shown on the Bid Form, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

12.5.2 Invoices shall be submitted for payment (in arrears) and must include the following information:

12.5.2.1 Invoice must include, at a minimum, invoice date, FEIN number, complete address of vendor and Contract number.

12.5.2.2 Invoices shall be mailed to the following address:

WV Army National Guard
Construction & Facilities Management Office
1707 Coonskin Drive
Attn: Accounts Payable
Charleston, WV 25311

13. 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:

13.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

13.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

13.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

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13.4. Anyone performing under this Contract will be subject to Agency’s security protocol and procedures.

13.5. Vendor shall inform all staff of Agency’s security protocol and procedures.

14. MISCELLANEOUS:

14.1. 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

Fax Number: (304) 636-8206

Email Address: MSC@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.

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Security CCTV Camera System- Mountaineer Challenge Academy NORTH

EXHIBIT A – Pricing Page

CRFQ# ADJ25*39

ALL LABOR, MATERIAL, TOOLS, EQUIPMENT, SUPPLIES AND SUPERVISION NECESSARY TO PROVIDE AND INSTALL ADDITIONAL CAMERA CABLING AND SECURITY CCTV CAMERAS TO UPGRADE EXISTING EQUIPMENT

MCA NORTH CAMP DAWSON - 1001 ARMY ROAD, KINGWOOD, WV 26537

BID FORM

The undersigned, hereafter called the Bidder, 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

BIDDERS 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 COST: BASE BID-CONTRACT ITEM NO.1- Provide and install Camera Cabling and Security CCTV Cameras to upgrade existing equipment

Ninety Seven Thousand and Six Hundred Dollars

(\$ 97,600.00) *** (Contract bid to be written in words and numbers.)

SIGNATURE:  DATE: 06/11/2025

NAME: Bryan C. Totten
(Please Print)

TITLE: President



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EXHIBIT B – PROJECT PLANS

15. GENERAL REQUIREMENTS:

15.1. Mandatory Contract Item Requirements: Contract Item must meet or exceed the mandatory requirements listed below.

15.1.1. All work to be performed according to specifications provided in the following attachments.

15.1.2. Exhibit A Pricing Page

15.1.3. Exhibit C Scope of Work-Security CCTV Camera System

15.1.4. Exhibit D West Virginia Mountaineer Challenge Academy Camera Replacement Drawing

16. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency.

17. TRAVEL: Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the Vendor's bid, but such costs will not be paid by the Agency separately.

18. PROJECT SPECIFIC CONDITIONS OF THE WORK 16.1

18.1. Limits of Work

18.1.1. Work areas will be limited to those spaces required for access to the jobsites.

18.1.2. Some interior space may be utilized for temporary (overnight) storage of equipment and tools. Coordinate storage needs with the Agency Project Manager. Vendor shall take full responsibility for the storage of any supplies or equipment on the jobsite, whether inside or outside. Agency cannot guarantee availability of its employees during off-hours (evenings, holidays, weekends, etc.) to provide access to any supplies and equipment stored inside.

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18.1.3. Agency facilities shall remain in use during this contract. Contractor shall work with the Trades Specialist to coordinate the temporary access to work areas and otherwise provide for the Contractor needs to complete work. Contractor shall minimize disruption to building work areas and loading dock access. Contractor shall be permitted reasonable use of building utilities including power, water and sanitary sewage disposal as required for conducting the work. Contractor shall coordinate the location of service connections or use of receptacles with the Trades Specialist to avoid overloading existing circuits.

18.2. Contractor Visitor Badges

Contractor shall provide a list of all personnel working on this project within the facility. This list shall include a copy of a valid driver's license or other legal identification and include date of birth and cell phone number. Workers shall carry valid Contractor Photo ID Badges to be worn when working in the facility. Under no circumstances shall a worker be assigned to this project without the validation first being submitted to the WV Army National Guard and approval given.

18.3. Work Restrictions

Access to the buildings shall be coordinated with the Owner. Contractor shall not leave open doors unattended and shall close doors when not in use.

These are non-smoking buildings. Smoking is not permitted within the buildings or near entrances, operable windows or outdoor air intakes.

Vendor MAY NOT block access to any fire hydrant located at jobsite.

Vendor MAY NOT block access to parking lot entrances and exits without prior approval of the Agency.

18.4. Parking

Some parking is available on the project sites. Parking in non-designated areas is not permitted. Parking is the responsibility of the contractor. With prior approval, contractor's vehicles may be brought on-site for loading & unloading or to provide equipment necessary for conducting the work.

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Use of loading dock areas or sidewalk areas for parking is strictly prohibited

18.5. Codes

All work is to be performed in compliance with applicable Federal and State codes including but not limited to the International Building Code, International Mechanical Code, Life Safety Code, NEC, OSHA, UL, ANSI, ASME and related standards.

18.6. Safety

All applicable local safety and OSHA rules and guidelines shall be met by the Contractor. Work shall be subject to verification and inspection by WV Army National Guard Safety representatives. Such verification shall not relieve the Contractor from meeting all applicable safety regulations and inspection by other agencies.

18.7. Hot Work Permit

Contractor shall obtain Owner's permission prior to performing any work that requires an open flame, creates sparks, use's equipment that creates combustible temperatures, or performs any work that could result in a fire hazard. Owner will review work area and issue a 'Hot Work Permit' prior to Contractor commencing work. Note that the Contractor must take proper precautions and may be required to provide a Fire Watch as a condition of the permit.

18.8. Workmanship

Contractor shall complete all work in a neat and workmanlike manner. All work shall be done using new materials in a manner that meets commercial quality standards. Work shall be neat, true, plumb and square, as applicable. Contractor shall verify all dimensions.

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EXHIBIT C-SCOPE OF WORK
WEST VIRGINIA ARMY NATIONAL GUARD
Security CCTV Camera System- Mountaineer Challenge Academy
NORTH

Division 1 - General Requirements

00200 Instructions to Bidders

- **Any and all contractual documents, information and procedures distributed by, or by any other means conveyed, by WV State Purchasing or the office of; supersedes the language in this document.**

01100 Summary

The purpose of this scope of work is to fix issues with the existing Mountaineer Challenge Academy North's (MCAN) main building camera system. The Mountaineer Challenge Academy North is located at Camp Dawson near Kingwood, WV.

SITE INSPECTION: A mandatory pre-bid meeting and walk-through shall be held. Contractors shall come prepared to fully analyze existing site conditions as required to prepare an accurate bid

The objectives for this project are as follows:

- **Replace CAT-5 cable to issue cameras with combination CAT-5 and Fiber Optic Cable with media converters**
- **Provide required power to necessary media converters and power-over-ethernet (PoE) injectors**
- **Provide and install four (4) Avigilon H5A Multisensor Cameras or approved equal**

01200 Administrative Requirements

PROJECT COORDINATION

- Coordinate construction activities included in Contract Documents to assure efficient and orderly installation of each part of the Work.
- Coordinate construction operations that are dependent upon each other for proper installation, connection, and operation.
- Where installation of one part of the Work is dependent on installation of other components, either before or after its own installation, schedule construction activities in sequence required to obtain the best results.
- Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.

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- Where necessary prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings. Prepare similar memoranda for Owner and separate Contractors where coordination of their Work is required.

ADMINISTRATIVE PROCEDURES

- Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the Work. Such administrative activities include, but are not limited to:
 - Preparing schedules.
 - Installing and removing temporary facilities.
 - Delivering and processing submittals.
 - Progress meetings.
 - Project Close-out activities.

CONSERVATION

- Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.

PROGRESS MEETINGS

- Contractor will conduct progress meetings at site agreed upon by the Project Manager at regularly scheduled intervals, generally bi-weekly.
- Progress meeting minutes are to be provided by the contractor within 3 business days of the conclusion of the meeting. The meeting minutes shall be approved at the next meeting.
- The progress agenda shall include:
 - Review and correct or approve minutes of previous progress meeting.
 - Review and discuss old business
 - Review and discuss new business
 - Review and discuss contractor's issues and concerns
 - Review and discuss owner's issues and concerns
 - Review and discuss progress since last meeting.
 - Review where each activity is in relation to Contractor's Construction Schedule, whether on time or ahead or behind schedule, will be determined.
 - Contractor to present a new updated schedule at each progress meeting; to include a two-week look ahead.
- Contractor shall provide meeting minutes of each progress meeting within three days after each progress meeting date. Contractor will distribute copies of minutes of meeting to the Owner.

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GENERAL RESPONSIBILITIES

- The successful contractor is responsible for providing all parts, labor, equipment, and materials required to provide a finished fully functional product as described in the objectives.
- The contractor is responsible for the cost and obtaining of all required permits.
- The contractor is responsible to ensure all work is in compliance with all Federal, State, Local Municipalities, State Fire Marshall and ATFP requirements.
- Contractor is responsible for all permits; the contractor shall obtain all required permits prior to initiation of any work. The contractor shall be responsible for the associated costs or permitting.
- Contractor is responsible for field verifying all distances and quantities of materials and components necessary for completion.
- The contractor is responsible for cleaning up the work site and repairing the site to original conditions once work is completed.
- Contractor responsible for keeping the work site clean daily, free from excess debris and safety hazards.
- Contractor responsible for providing waste disposal for the project; contractor is responsible for removing all construction waste debris off site at the contractor's expense.
- All testing is to be performed at the contractor's expense.
- All materials and colors shall be submitted and approved by the WVARNG prior to installation.
- The successful contractor will be required to provide Camp Dawson staff with training on the operation and maintenance on any new systems at project completion.
- The West Virginia Army National Guard reserves the right to claim removed equipment from the project. A list of equipment to be retained will be provided to the contractor prior to beginning work. Contractor to make every effort to remove these items without damage.
- All design-build projects shall include specifications and drawings for submittal packages.
- Contractor is responsible for providing any Operation and Maintenance Manuals, design drawings, and documentation certifying the systems completion and operation.
- The contractor will provide a schedule of values broken down per line item with material and labor.
- Owner has 7 business days to review and respond to Requests For Information (RFI)s.
- Owner has 14 business days to review and respond to contract submittals.
- Owner has 14 business days to review and respond to review drawings.

SITE ACCESS REQUIREMENTS

Revised 06/08/18

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- Access and general protection/security policy and procedures. This standard language is for contractor employees with an area of performance within Army controlled installation, facility, or area. Contractor and all associated sub-contractors' employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.
- For contractors that do not require CAC but require access to a DoD facility or installation. Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NICI-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05/AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative), or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.
- Contractor is responsible for coordinating with the Project Manager at Camp Dawson, for access and deliveries to Camp Dawson. The Project Manager requires two (2) business days' notice to approve access to Camp Dawson. Failure to give adequate notice may result in deliveries or sub-contractors being refused access to Camp Dawson and a Non-Compliance Notice (NCN). Contractor shall be responsible for any rescheduling costs occurs due to noncompliance.
- As of 7 MAY 2025, all individuals that are requesting access to Camp Dawson are required to follow REAL ID compliance.

01300 Quality Requirements

- The successful contractor will be required to provide a one-year warranty on all parts, labor and materials on the entire project.
- No hardware, devices, or conversion software or hardware will be accepted that has been on the market for less than 5 years; all devices require the approval of the WVARNG.

01400 Temporary Facilities and Controls

- The successful contractor will be required to provide their own temporary facilities. The West Virginia Army National Guard will provide an area for the contractor to have a lay down area, and a place for a job trailer.

REQUEST FOR QUOTATION – CRFQ ADJ*39
Security CCTV Camera System- Mountaineer Challenge Academy NORTH

- The West Virginia Army National Guard will make every effort to provide electric and water for the contractor's lay down and job trailer site; however, it is not guaranteed.

01500 Execution Requirements

- Within 30 days of the government Final Acceptance of the project; the contractor shall be responsible to provide any and all field notes, as-built drawings, or any other associated records to the Project Manager.

Division 13 - Special Construction

13700 Security Access and Surveillance

Security Cameras

- Contractor is responsible for replacing existing CAT-5 cabling with combination CAT-5 and Fiber Optic Cable with Media converters data to provide working cabling to approximately fifteen (15) cameras showing issues from existing cable as indicated on the drawings.
 - New cabling is to include CAT-5 cable, fiber, media convertors, and power as necessary to provide working data cable to cameras.
 - Any additional equipment for the function of new data cabling with the existing system is the responsibility of the contractor to provide and install
 - The existing system is located in Surveillance Room 136 on the attached drawing
- Provide required power to necessary media converters and power-over-ethernet (PoE) injectors
- Provide and install four (4) Avigilon H5A Multisensor Cameras or approved equal
 - New cabling and equipment shall integrate with the existing Avigilon ® camera system, owned by the Mountaineer Challenge Academy.
 - Existing NVR is Avigilon® model NVR5-PRM-96TB-S19
- Contractor is to provide four (4) Avigilon® 24C-H5A-3MH-60 Multisensor Cameras or approved equal for the gymnasium area
 - New cameras shall integrate with the existing Avigilon ® camera system, owned by the Mountaineer Challenge Academy.
 - Contractor is responsible for any equipment required to install cameras into existing camera locations
 - Contractor is responsible for programming cameras into the existing camera system.
 - Existing Avigilon Model 8.0C-H5A-FE-D01-IR indoor fisheye cameras, where indicated on the drawings, are to be removed and returned to the Mountaineer Challenge Academy

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.



THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

STATE OF OHIO)SS:
COUNTY OF BUTLER)

Stephen A. Justice

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 11th day of June, 2025



Ed R.

ACKNOWLEDGMENTS

Acknowledgment by Principal if individual or Partnership

1. STATE OF _____

2. County of _____ to-wit:

3. I, _____, a Notary Public in and for the

4. county and state aforesaid, do hereby certify that _____ whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.

5. Given under my hand this _____ day of _____ 20 _____

6. Notary Seal _____

7. _____
(Notary Public)

8. My commission expires on the _____ day of _____ 20 _____

Acknowledgment by Principal if Corporation

9. STATE OF West Virginia

10. County of Randolph to-wit:

11. I, Haley B Singleton, a Notary Public in and for the

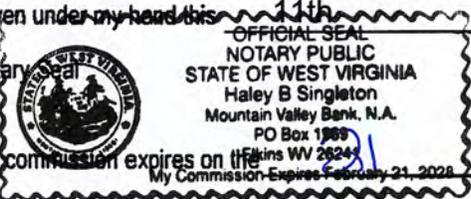
12. county and state aforesaid, do hereby certify that Kathryn Totten

13. who as, Vice President signed the foregoing writing for

14. Master Service Corporation a corporation,

has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.

15. Given under my hand this 11th day of June 20 25

16. Notary Seal  _____

17. Haley B Singleton
(Notary Public)

18. My commission expires on the 21 day of February 20 28

Acknowledgment by Surety

19. STATE OF West Virginia

20. County of Randolph to-wit:

21. I, Haley B Singleton, a Notary Public in and for the

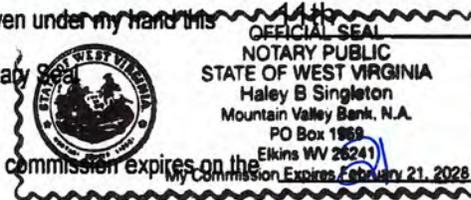
22. county and state aforesaid, do hereby certify that Deanna D Armentrout

23. who as, Attorney-in-fact signed the foregoing writing for

24. The Cincinnati Insurance Companies a corporation,

has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.

25. Given under my hand this 11th day of June 20 25

26. Notary Seal  _____

27. Haley B Singleton
(Notary Public)

28. My commission expires on the 21 day of February 20 28

Sufficiency in Form and Manner of Execution Approved

This _____ day of _____ 20 _____

By: _____
Attorney General
(Deputy Attorney General)



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: 06/10/2025

STATE OF WEST VIRGINIA,

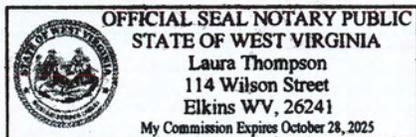
COUNTY OF Randolph, TO-WIT:

Taken, subscribed and sworn to before me this 10th day of June, 2025.

By Commission expires 10-28-2025

(Seal)

Laura Thompson
 (Notary Public)



ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ ADJ250000039

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

06/10/2025

Date

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



CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: WV056016

CLASSIFICATION:

ELECTRICAL
SPECIALTY

MASTER SERVICE CORPORATION
2553 HARRISON AVENUE
ELKINS, WV 26241

DATE ISSUED

EXPIRATION DATE

MARCH 20, 2025

MARCH 20, 2026

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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/9/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Blue Ridge Risk Partners, LLC 104 Third Street P.O. Box 1426 Elkins WV 26241	CONTACT NAME: Deanna Armentrout PHONE (A/C. No. Ext): 304-848-6988 FAX (A/C. No): 304-636-2043 E-MAIL ADDRESS: deanna.armentrout@blueridgeriskpartners.com														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : The Cincinnati Insurance Company</td> <td>10677</td> </tr> <tr> <td>INSURER B : NorthStone Insurance Company</td> <td>13405</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : The Cincinnati Insurance Company	10677	INSURER B : NorthStone Insurance Company	13405	INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURED Master Service Corporation 2553 Harrison Avenue Elkins WV 26241	MASTSER-01														

COVERAGES

CERTIFICATE NUMBER: 1881895027

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			EPP 0476451	2/20/2025	2/20/2028	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			EBA 0476451	2/20/2025	2/20/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EPP 0476451	2/20/2025	2/20/2028	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCN6008328	2/20/2025	2/20/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Rented/Leased Equipment			EPP 0476451	2/20/2025	2/20/2028	Rental Equipment 100,000
A	Installation Floater			EPP 0476451	2/20/2025	2/20/2028	Installation Floater 100,000
A	Hired Auto Physical Damage			EBA 0476451	2/20/2025	2/20/2026	Hired Auto Phys Dam 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Automatic Additional insured status with waiver of subrogation, and primary/noncontributory coverage, with written agreement, is provided under General Liability coverage (GA233 0623).
 Blanket Waiver of Subrogation, with written agreement, is provided under Auto Liability coverage (AA4172 0909), and blanket Additional Insured status, with written agreement, is provided under Auto Liability Coverage (CA2048 0299).
 Blanket Waiver of Subrogation is provided under Workers Compensation/Employers Liability coverage (WC000313 0484).
 Employers Liability includes Broad Form coverage per WV Code 23-4-2 (Mandolidis).
 Installation Floater - \$100,000 Transit, \$100,000 Temporary Storage and \$935,000 any one job site.
 Umbrella coverage is follow form.

CERTIFICATE HOLDER**CANCELLATION**

West Virginia Army National Guard
 1707 Coonskin Drive
 Charleston WV 25311

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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