



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: 856506


Procurement Type: Central Purchase Order

Vendor ID: VS0000012488 

Legal Name: MASTER SERVICE CORPORATION

Alias/DBA:

Total Bid: \$485,000.00

Response Date: 05/20/2021 

Response Time: 12:04

Responded By User ID: mscorporation 

First Name: Kathryn

Last Name: Totten

Email: msc@masterservicecorp

Phone: 304-636-8170

SO Doc Code: CRFQ

SO Dept: 0403

SO Doc ID: DBS2100000005

Published Date: 5/10/21

Close Date: 5/20/21

Close Time: 13:30

Status: Closed

Solicitation Description: Fire Alarm Systems: removal of six & installation of seven   


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	Fire alarm systems				485000.00

Comm Code	Manufacturer	Specification	Model #
46191505			

**Commodity Line Comments:**

**Extended Description:**

Vendor should enter their total lump sum price in the Oasis Commodity Line and scan and upload the Exhibit C Pricing Page as an attachment. Vendor Should provide cost breakout on Exhibit C Pricing Page as instructed. Please include a copy of Exhibit C Pricing page if submitting a paper bid.



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

<b>Proc Folder:</b> 856506			<b>Reason for Modification:</b> Addendum #4 issued to publish responses to Q&A Follow up questions.
<b>Doc Description:</b> Fire Alarm Systems: removal of six & installation of seven			
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2021-05-10	2021-05-20 13:30	CRFQ 0403 DBS2100000005	5

**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

**Street :** Harrison Avenue

**City :** Elkins

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

**Principal Contact :** Bryan C. Totten

**Vendor Contact Phone:** 304-636-8170 **Extension:** 111

**FOR INFORMATION CONTACT THE BUYER**  
 Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

**Vendor Signature X** *Bryan C. Totten* **FEIN#** 81-5141037 **DATE** 5/20/2021

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



**ADDITIONAL INFORMATION**

Addendum

Addendum #4 issued to distribute the attached documentation to the vendor community.

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The West Virginia Purchasing Division is soliciting bids on behalf of The West Virginia Schools for the Deaf and the Blind (WVSDb) to establish a contract for a lump sum quotation to remove existing and installation of new fire alarm systems in seven (7) buildings and related construction on the WVSDb Campus located at 301 East Main Street, Romney, WV per the attached specifications and terms and conditions.

<b>INVOICE TO</b>	<b>SHIP TO</b>
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SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST  ROMNEY                      WV US	SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST  ROMNEY                      WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Fire alarm systems				

Comm Code	Manufacturer	Specification	Model #
46191505			

**Extended Description:**

Vendor should enter their total lump sum price in the Oasis Commodity Line and scan and upload the Exhibit C Pricing Page as an attachment. Vendor Should provide cost breakout on Exhibit C Pricing Page as instructed. Please include a copy of Exhibit C Pricing page if submitting a paper bid.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Mandatory Pre-Bid @ 10:30 AM	2021-04-15
2	Q&A DEADLINE @ 4:00 PM ET	2021-04-26

## ADDITIONAL TERMS AND CONDITIONS (Construction Contracts Only)

**1. CONTRACTOR'S LICENSE:** West Virginia Code § 21-11-2 requires that all persons desiring to perform contracting work in this state be licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Applications for a contractor's license may be made by contacting the West Virginia Division of Labor. West Virginia Code § 21-11-11 requires any prospective Vendor to include the contractor's license number on its bid. If an apparent low bidder fails to submit a license number in accordance with this section, the Purchasing Division will promptly request by telephone and electronic mail that the low bidder and the second low bidder provide the license number within one business day of the request. Failure of the bidder to provide the license number within one business day of receiving the request shall result in disqualification of the bid. Vendors should include a contractor's license number in the space provided below.

Contractor's Name: Master Service Corporation

Contractor's License No.: WV- 056016

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a contract award document.

**2. DRUG-FREE WORKPLACE AFFIDAVIT:** W. Va. Code § 21-1D-5 provides that any solicitation for a public improvement contract requires each Vendor that submits a bid for the work to submit an affidavit that the Vendor has a written plan for a drug-free workplace policy. If the affidavit is not submitted with the bid submission, the Purchasing Division shall promptly request by telephone and electronic mail that the low bidder and second low bidder provide the affidavit within one business day of the request. Failure to submit the affidavit within one business day of receiving the request shall result in disqualification of the bid. To comply with this law, Vendor should complete the enclosed drug-free workplace affidavit and submit the same with its bid. Failure to submit the signed and notarized drugfree workplace affidavit or a similar affidavit that fully complies with the requirements of the applicable code, within one business day of being requested to do so shall result in disqualification of Vendor's bid. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

**2.1. DRUG-FREE WORKPLACE POLICY:** Pursuant to W. Va. Code § 21-1D-4, Vendor and its subcontractors must implement and maintain a written drug-free workplace policy that complies with said article. The awarding public authority shall cancel this contract if: (1) Vendor fails to implement and maintain a written drug-free workplace policy described in the preceding paragraph, (2) Vendor fails to provide information regarding implementation of its drug-free workplace policy at the request of the public authority; or (3) Vendor provides to the public authority false information regarding the contractor's drug-free workplace policy.

Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

**3. DRUG FREE WORKPLACE REPORT:** Pursuant to W. Va. 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. For contracts over \$25,000, the public authority shall be the West Virginia Purchasing Division. For contracts of \$25,000 or less, the public authority shall be the agency issuing the contract. The report shall include:

- (1) Information to show that the education and training service to the requirements of West Virginia Code § 21-1D-5 was provided;
- (2) The name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- (3) The average number of employees in connection with the construction on the public improvement;
- (4) 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 should utilize the attached Certified Drug Free Workplace Report Coversheet when submitting the report required hereunder. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

**4. AIA DOCUMENTS:** All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the attached AIA documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein.

**4A. PROHIBITION AGAINST GENERAL CONDITIONS:** Notwithstanding anything contained in the AIA Documents or the Supplementary Conditions, the State of West Virginia will not pay for general conditions, or winter conditions, or any other condition representing a delay in the contracts. The Vendor is expected to mitigate delay costs to the greatest extent possible and any costs associated with Delays must be specifically and concretely identified. The state will not consider an average daily rate multiplied by the number of days extended to be an acceptable charge.

**5. GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.



**6. LOCAL LABOR MARKET HIRING REQUIREMENT:** Pursuant to West Virginia Code §21-1C-1 et seq., Employers shall hire at least seventy-five percent of employees for public improvement construction projects from the local labor market, to be rounded off, with at least two employees from outside the local labor market permissible for each employer per project.

Any employer unable to employ the minimum number of employees from the local labor market shall inform the nearest office of Workforce West Virginia of the number of qualified employees needed and provide a job description of the positions to be filled.

If, within three business days following the placing of a job order, Workforce West Virginia is unable to refer any qualified job applicants to the employer or refers less qualified job applicants than the number requested, then Workforce West Virginia shall issue a waiver to the employer stating the unavailability of applicant and shall permit the employer to fill any positions covered by the waiver from outside the local labor market. The waiver shall be in writing and shall be issued within the prescribed three days. A waiver certificate shall be sent to both the employer for its permanent project records and to the public authority.

Any employer who violates this requirement is subject to a civil penalty of \$250 per each employee less than the required threshold of seventy-five percent per day of violation after receipt of a notice of violation.

Any employer that continues to violate any provision of this article more than fourteen calendar days after receipt of a notice of violation is subject to a civil penalty of \$500 per each employee less than the required threshold of seventy-five percent per day of violation.

The following terms used in this section have the meaning shown below.

(1) The term “construction project” means any construction, reconstruction, improvement, enlargement, painting, decorating or repair of any public improvement let to contract in an amount equal to or greater than \$500,000. The term “construction project” does not include temporary or emergency repairs;

(2) The term “employee” means any person hired or permitted to perform hourly work for wages by a person, firm or corporation in the construction industry; The term “employee” does not include:(i) Bona fide employees of a public authority or individuals engaged in making temporary or emergency repairs;(ii) Bona fide independent contractors; or(iii) Salaried supervisory personnel necessary to assure efficient execution of the employee's work;

(3) The term “employer” means any person, firm or corporation employing one or more employees on any public improvement and includes all contractors and subcontractors;

(4) The term “local labor market” means every county in West Virginia and any county outside of West Virginia if any portion of that county is within fifty miles of the border of West Virginia;

(5) The term “public improvement” includes the construction of all buildings, roads, highways, bridges, streets, alleys, sewers, ditches, sewage disposal plants, waterworks, airports and all other structures that may be let to contract by a public authority, excluding improvements funded, in whole or in part, by federal funds.

## 7. DAVIS-BACON AND RELATED ACT WAGE RATES:

- The work performed under this contract is federally funded in whole, or in part. Pursuant to \_\_\_\_\_, Vendors are required to pay applicable Davis-Bacon wage rates.
- The work performed under this contract is not subject to Davis-Bacon wage rates.

**8. SUBCONTRACTOR LIST SUBMISSION:** In accordance with W. Va. Code § 5-22-1, the apparent low bidder on a contract valued at more than \$250,000.00 for the construction, alteration, decoration, painting or improvement of a new or existing building or structure shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. (This section does not apply to any other construction projects, such as highway, mine reclamation, water or sewer projects.) The subcontractor list shall be provided to the Purchasing Division within one business day of the opening of bids for review. If the apparent low bidder fails to submit the subcontractor list, the Purchasing Division shall promptly request by telephone and electronic mail that the low bidder and second low bidder provide the subcontractor list within one business day of the request. Failure to submit the subcontractor list within one business day of receiving the request shall result in disqualification of the bid.

If no subcontractors who will perform more than \$25,000.00 of work are to be used to complete the project, the apparent low bidder must make this clear on the subcontractor list, in the bid itself, or in response to the Purchasing Division's request for the subcontractor list.

a. Required Information. The subcontractor list must contain the following information:

- i. Bidder's name
- ii. Name of each subcontractor performing more than \$25,000 of work on the \_\_\_ \_\_ project.
- iii. The license number of each subcontractor, as required by W. Va. Code § 21-11-1 et. seq.
- iv. If applicable, a notation that no subcontractor will be used to perform more than \$25,000.00 of work. (This item iv. is not required if the vendor makes this clear in the bid itself or in documentation following the request for the subcontractor list.)

b. Subcontractor List Submission Form: The subcontractor list may be submitted in any form, including the attached form, as long as the required information noted above is included. If any information is missing from the bidder's subcontractor list submission, it may be obtained from other documents such as bids, emails, letters, etc. that accompany the subcontractor list submission.

c. Substitution of Subcontractor. Written approval must be obtained from the State Spending Unit before any subcontractor substitution is permitted. Substitutions are not permitted unless:

- i. The subcontractor listed in the original bid has filed for bankruptcy;
- ii. The subcontractor in the original bid has been debarred or suspended; or
- iii. The contractor certifies in writing that the subcontractor listed in the original bid fails, is unable, or refuses to perform his subcontract.



**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 C. Totten, President  
2553 Harrison Avenue, Elkins, WV 26241  
(Address)  
304-636-8170, ext. 111 / 304-636-8206  
(Phone Number) / (Fax Number)  
bryan@masterservicecorp.com  
(email address)

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

Master Service Corporation  
(Company)

Bryan C. Totten, PRES.  
(Authorized Signature) (Representative Name, Title)

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

05/20/2021  
(Date)

304-636-8170, Ext. 111 / 304-636-8206  
(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: CRFQ 0403 DBS210000005

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:

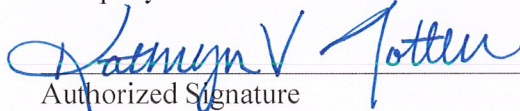
*(Check the box next to each addendum received)*

- |  |  |
|--|--|
| <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 checked="" 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 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

05/20/2021

Date

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



REQUEST FOR QUOTATION  
**Fire Alarm Systems and Related Construction for Seven (7) Campus Buildings**

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**GENERAL CONSTRUCTION SPECIFICATIONS (No AIA Documents)**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of The West Virginia Schools for the Deaf and the Blind (WVSDB) to establish a contract for a lump sum quotation to remove existing and installation of new fire alarm systems in seven (7) buildings and related construction on the WVSDB Campus located at 301 East Main Street, Romney, 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 **“Construction Services”** means installation of fire alarm systems at seven (7) different WVSDB Campus Buildings.

2.2 **“NFPA 72” National Fire Alarm and Signaling Code**” means the application, installation, location, performance, inspection, testing, and maintenance of the fire alarm systems, supervising station alarm systems, public emergency alarm reporting systems, fire warning equipment and emergency communications system (ECS), and their components.

2.3 **“Pricing Page”** means the pages contained in wvOASIS, attached hereto as Exhibit C upon which Contractor must list its proposed price for the Construction Services.

2.4 **“Project Specifications”** means documents developed by the Agency, or another design professional, which are attached hereto, that provide detailed instructions on how the Construction Services are to be performed.

2.5 **“Solicitation”** means the official notice of an opportunity to supply the State with Construction Services that is published by the West Virginia Schools for the Deaf and the Blind (WVSDB), and/or the West Virginia Department of Administration, Purchasing Division.

REQUEST FOR QUOTATION  
Fire Alarm Systems and Related Construction for Seven (7) Campus Buildings

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**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 three (3) projects that involved work similar to that described in these specifications or the Project Plans Manual. 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.
- 4.2** The vendor's installer technicians must be factory trained, authorized to sell and service the manufacturer equipment that is being bid, with three (3) years' experience.
- 4.3** At all times, contractor shall ensure appropriately trained and qualified technicians do the installation.
- 4.4** Vendor must have the project supervised that is NICET Level III.

**5. CERTIFICATIONS:**

**5.1** Vendor shall ensure that all work performed under this Contract is performed by an appropriately licensed individual. Required licenses may include, but are not limited to the following:

Electricians – West Virginia Electricians License

Mechanical Contractor License

Plumbing Contractor License

REQUEST FOR QUOTATION  
Fire Alarm Systems and Related Construction for Seven (7) Campus Buildings

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**6. BUILDING CODES:**

**6.1** At a minimum, the project shall comply with the current editions of building standards and codes in effect at the time of performance. This includes but is not limited to the International Building Codes (IBC).

**7. 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.

**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.

**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.

**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.

**Additional Project Plan Documents:** There are additional Project Plan documents other than those attached as Exhibit B. Copies of the additional Project Plan documents not attached as Exhibit B can be obtained by contacting the entity identified below.

REQUEST FOR QUOTATION  
**Fire Alarm Systems and Related Construction for Seven (7) Campus Buildings**

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**12. 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:

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

**13. MISCELLANEOUS:**

- a. **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, President

**Telephone Number:** 304-636-8170, Ext. 111

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

**Email Address:** Bryan@MasterServiceCorp.com

WEST VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND  
REQUEST FOR QUOTATION  
INSTALLATION OF NEW FIRE ALARM SYSTEMS  
FOR SEVEN (7) CAMPUS BUILDINGS

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**EXHIBIT C – PRICING PAGE**

Vendor's Company Name: Master Service Corporation

Vendor's Address: 2553 Harrison Avenue, Elkins, WV 26241

Phone Number: 304-636-8170

Fax Number: 304-636-8206

Email Address: msc@masterservicecorp.com

WV Contractor's License Number: WV 056016

We the undersigned, hereby propose to furnish all materials, equipment, and labor to complete all work in a workmanlike manner, as described in the Bidding Documents.

Item 1 SCHOOL FOR THE BLIND BUILDING BASE BID:

Fifty thousand, two hundred and fifty dollars.

(\$ 50,250.00)

(School for the Blind Building Contract Base Bid should be written in words and numbers)

Item 2 SCHOOL FOR THE DEAF BUILDING BASE BID:

Eighty seven thousand, eight hundred dollars.

(\$ 87,800.00)

(School for the Deaf Building Contract Base Bid should be written in words and numbers)

Item 3 KELLER HALL DORMITORY BUILDING BASE BID:

Ninety four thousand, four hundred dollars.

(\$ 94,400.00)

(Keller Hall Dormitory Building Contract Base Bid should be written in words and numbers)

WEST VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND  
REQUEST FOR QUOTATION  
INSTALLATION OF NEW FIRE ALARM SYSTEMS  
FOR SEVEN (7) CAMPUS BUILDINGS

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Item 4 SEATON HALL DORMITORY BUILDING BASE BID:

One hundred and thirty thousand dollars.

( \$ 130,000.00 )

(Seaton Hall Dormitory Building Contract Base Bid should be written in words and numbers)

Item 5 ADMINISTRATION BUILDING BASE BID:

Fifty seven thousand, two hundred dollars.

( \$ 57,200.00 )

(Administration Building Contract Base Bid should be written in words and numbers)

Item 6 MAINTENANCE BUILDING BASE BID:

Thirty thousand, three hundred and fifty dollars.

( \$ 30,350.00 )

(Maintenance Building Contract Base Bid should be written in words and numbers)

Item 7 INSTRUCTIONAL RESOURCE CENTER BUILDING BASE BID:

Thirty thousand dollars.

( \$ 30,000.00 )

(Instructional Resource Center Building Contract Base Bid should be written in words and numbers)

Item 8 ASBESTOS O&M ACTIVITIES ALLOWANCE BASE BID:

Five thousand dollars

( \$ 5,000.00 )

(Asbestos O&M Activities Allowance Contract Base Bid should be written in words and numbers)

TOTAL CONTRACT BID: Four hundred and eighty five thousand dollars.

( \$ 485,000.00 )

(Total Contract Bid should be written in words and numbers)



**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  
Add one new fire alarm system and replace six existing fire alarm systems  
on the West Virginia School for the Deaf and the Blind campus

NOW THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal  
attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform  
the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in  
full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no  
event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no  
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby  
waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and  
Surety, or by Principal individually if Principal is an individual, this 10th day of May, 2021.



Master Service Corporation  
(Name of Principal)

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

Vice President  
(Title)

The Cincinnati Insurance Company  
(Name of Surety)

Cinder Campbell  
Attorney-in-Fact

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



THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

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

Cindee Campbell, Deanna Armentrout,

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

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

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

"RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company."

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

"RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

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



THE CINCINNATI INSURANCE COMPANY

Stephan A. Justice

Vice President

STATE OF OHIO ) ss:
COUNTY OF BUTLER )

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



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 10th day of May 2021

Scott R. Boen

Assistant Secretary







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

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

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

Date: 05/17/2021

STATE OF WEST VIRGINIA,

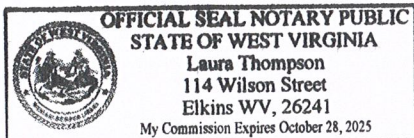
COUNTY OF Randolph, TO-WIT:

Taken, subscribed and sworn to before me this 17<sup>th</sup> day of May, 2021.

By Commission expires October 28, 2025

(Seal)

*Laura Thompson*  
(Notary Public)



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

(Required by W. Va. Code § 6D-1-2)

Master Service

Name of Contracting Business Entity: Corporation Address: 2553 Harrison Avenue  
Elkins WV 26241

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

Contract Number: CRFQ 0403 DBS2100000005 Contract Description: Fire Alarm Systems

Governmental agency awarding contract: WV State Purchasing Division

Check here if this is a Supplemental Disclosure

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

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

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

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

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

Bryan C. Totten 75%  
Kathryn V. Totten 25%

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

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

Signature: Kathryn V. Totten Date Signed: 05/17/2021

**Notary Verification**

State of West Virginia, County of Randolph:

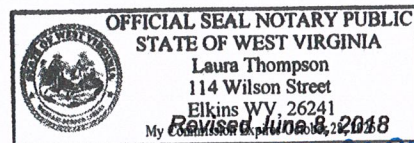
I, Kathryn V. Totten, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 17<sup>th</sup> day of May, 2021.

Laura Thompson  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_  
Date submitted to Ethics Commission: \_\_\_\_\_  
Governmental agency submitting Disclosure: \_\_\_\_\_



Exp. October 28, 2025



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 exceed 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: 05/14/2021

State of West Virginia

County of Randolph, to-wit:

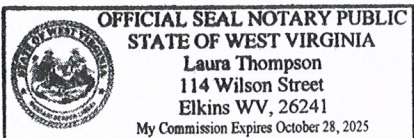
Taken, subscribed, and sworn to before me this 14<sup>th</sup> day of May, 2021.

My Commission expires October 28, 2025

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

Laura Thompson



Purchasing Affidavit (Revised 01/19/2018)

# CONTRACTOR LICENSE

Authorized by the

**West Virginia Contractor Licensing Board**

**Number:** WV056016

**Classification:**

ELECTRICAL

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


**Date Issued**

MARCH 20, 2021

**Expiration Date**

MARCH 20, 2022

  
Authorized Company Signature

  
Chair, West Virginia Contractor  
Licensing Board

**WEST VIRGINIA  
CONTRACTOR  
LICENSING  
BOARD**

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