



State of West Virginia Agency Purchase Order

CORRECT ORDER NUMBER MUST
APPEAR ON ALL PACKAGES,
INVOICES, AND SHIPPING PAPERS.
QUESTIONS CONCERNING THIS
ORDER SHOULD BE DIRECTED TO
THE DEPARTMENT CONTACT.

Order Date: 05-29-2026

Order Number: APO 0618 0618 BVH260000013 2	Change Order No: 1	Procurement Folder: 1937314
Document Name: Emergency Purchase - Walk In Freezer Condenser/Evaporator		Reason for Modification: Modifying to attach invoice and receipt.
Document Description: Emergency Purchase - Walk In Freezer Condenser/Evaporator		
Procurement Type: Agency Purchase Order		
Buyer Name: Morgan Sheets		
Telephone: 304-736-1027		
Email: morgan.sheets@wv.gov		
Shipping Method: Best Way		Effective Start Date:
Free on Board: FOB Dest, Freight Prepaid		Effective End Date:

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000189985 DSO MECHANICAL LLC 515 THIRD AVE SO CHARLESTON WV 25303 US Vendor Contact Phone: 3047448479 Extension: 101	Requestor Name: Amber D Higginbotham Requestor Phone: 304-618-9169 Requestor Email: amber.d.higginbotham@wv.gov																				
Discount Details:																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td colspan="3">Not Entered</td> </tr> <tr> <td>#3</td> <td colspan="3">Not Entered</td> </tr> <tr> <td>#4</td> <td colspan="3">Not Entered</td> </tr> </tbody> </table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
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#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV 25504 US	WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV 25504 US

Total Order Amount:	\$12,875.00
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DEPARTMENT AUTHORIZED SIGNATURE
SIGNED BY: Rachael A Easthom
DATE: 2026-05-29
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Emergency Purchase - Walk In Freezer Condenser/Evaporator Replacement

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151802	1.00000	LS	12875.000000	12875.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Emergency Purchase - Walk In Freezer Condenser/Evaporator

Extended Description:

DSO Mechanical LLC

PO1555
A026*13

515 Third Avenue | PO Box 8482 | South Charleston, WV 25303 | 304-744-8479 | Lic # WV050370

INVOICE

Invoice#:	265030	Work Order#:	265030
Invoice Date:	05/21/2026	Client #:	519
PO#			

**To: West Virginia Veterans Home
512 Water Street
Barboursville WV 25504**

**Location: 512 Water Street
Barboursville WV 25504**

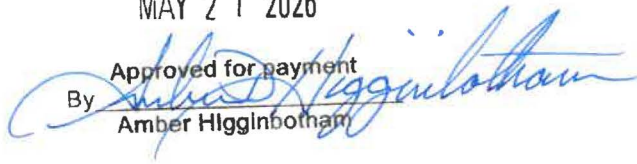
PAID
5/28/2026 AH

Work performed 4-3-36 EB unit still had a few psi of nitrogen in system but not a lot, removed nitrogen, then assisted Cole and Braxton in removing condenser and evaporator before they were pulled off to run another call
 4-9-26 EB prepped unit and removed most of the line set to get ready for new line set to be ran, will return tomorrow or Monday when I get help to lift equipment and mount to ceiling
 4-23-26 EB BH continued installing walk in freezer, evaporator and line set, soldered in new line set and drain line, pulled vacuum, rewired then charged system. Temperature is starting to drop but will need rechecked tomorrow

<u>Description</u>	<u>Qty</u>	<u>Cost</u>	<u>Ext Price</u>
Quote - Replace Condenser and Evap For Freezer	1.00	12,875.00	12,875.00

I hereby certify that the items listed hereon have been received

MAY 21 2026

Approved for payment
By 
Amber Higginbotham

Sales Tax 0.00

Please Pay This Amount 12,875.00

Terms: All invoices are due and payable 30 days from the invoice date.

Please make check payable and remit to:

DSO Mechanical LLC
PO Box 8482
515 Third Avenue
South Charleston, WV 25303



Higginbotham, Amber D <amber.d.higginbotham@wv.gov>

Receipt from DSO Mechanical LLC #HtRg

1 message

DSO Mechanical LLC <messenger@messaging.squareup.com>

Thu, 1

Reply-To: DSO Mechanical LLC via Square

<CAESRBIAGjZyX29ycXhlc2R1a2p0dTRzMnVvcnNIMm56cWdtM2V3d2t3bWp2ZG1yM3VubmF4YW1remxqbXEiCGRpYWxvZ3VlllCoc/Zjd3Lw5kiM1d3BGMFTxKGV11GmbVN/aP2h078pA==

To: amber.d.higginbotham@wv.gov

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)

echani

in Charleston, WV 253

DSO Mechanical LLC



Let DSO Mechanical LLC know how your experience was

\$12,875.00

Custom Amount \$12,875.00

265030

Total \$12,875.00



DSO Mechanical LLC
515 Third Avenue
South Charleston, WV 25303

Visa 6804 (Keyed) May 28 2026 at 1:13 PM

VISA

#HtRg

Auth code: 039060

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[Receipt Settings](#)

Manual Search Verifications: By signing below the procurement officer certifies that he or she has verified that:

- Vendor is in compliance** with the Secretary of State requirements for business registration (or is not required to register with that office or has obtained the necessary exemption), that the vendor is not identified as a debarred vendor within the Federal SAM system, and that the vendor is not listed on the West Virginia Purchasing Division's list of debarred vendors.

- Vendor is not in compliance** with the Secretary of State requirements for business registration and this will need to be remedied before contract award.


Procurement Officer Signature

5/27/2026
Date

Amber D Higginbotham
Procurement Officer Printed Name

|



West Virginia Veterans Home

512 Water Street
Barboursville, WV 25504
Phone: 304-736-1027
FAX: 304-736-1093

Date: 03/23/2026

To: David Pauline, Senior Buyer, WV Purchasing Division

From: Amber Higginbotham, Procurement Supervisor, West Virginia Veterans Home (WVH)

Re: Agency Justification for Emergency Purchase

The West Virginia Veterans Home (WVH) is respectfully requesting approval of Emergency Purchase of a Condenser and Evaporator Replacement for Kitchen Walk In Freezer. Our main Walk In Freezer for our Kitchen has went down and is beyond repair. It is estimated twenty five (25) plus years old and has been repaired multiple times over the past few years and is now unrepairable. We must replace the Condenser and Evaporator and Line Set completely. It is essential for the storage of our food for residents and is therefore an emergency to replace it immediately.

If you have any questions or need any additional information, please feel free to contact me at 304-736-1027 (office) or by email at amber.d.higginbotham@wv.gov.

Thanks for your time and consideration.



Emergency Purchase Request Form for Central Purchases (WV-45)

Statutory Authority: Pursuant to West Virginia Code §5A-3-15 and 148 C.S.R. 1-7.6, the director may authorize, in writing, a state spending unit to purchase in the open market, without filing requisition or estimate, specific commodities for immediate delivery to meet bona fide emergencies arising from unforeseen causes.

Follow-up Award Requirements: Effective July 1, 2024, agencies are delegated the authority, upon written approval, to process all emergency purchases as agency contracts. Agencies must submit all contract documents to Purchasing.Division@wv.gov no later than 30 days of issuance.

Agency Information:

Agency/Department: WV Veterans Home
Procurement Officer: Amber Higginbotham
Date of Request: 3/23/26

Description of the emergency circumstance(s) that led to this emergency purchase request:

(What is the emergency situation? Provide detailed information.)

Walk In Freezer went down and is beyond repair. Freezer is estimated 25 plus years old and has been repaired numerous times over the years. Due to the need for food storage as quickly as possible, it is necessary to do an emergency purchase.

Proposed remedy:

(What is the item or service that needs to be purchased to remedy the emergency situation in the short term?)

Condenser and Evaporator and Line Set Replacement for Walk In Freezer

Estimated cost:

(How much will the items or service cost to rectify the situation? Include total cost.)

\$12,875.00

Proposed duration/quantity:

(If a service is needed, how long will you need it until you can properly bid out a long-term solution? If an item is needed, how many does your agency need?)

1 Condenser, 1 Evaporator and 1 full Line Set for Walk In Freezer

DSO Mechanical LLC
515 Third Avenue | PO Box 8482 | South Charleston, WV 25303
304-744-8479 | Fax: 304-744-8491 | Lic # WV050370

March 24, 2026

West Virginia Veterans Home
512 Water Street
Barboursville, WV, 25504

RE: Kitchen Freezer - Condenser and Evaporator Replacement

Thank you for the opportunity for DSO Mechanical LLC to provide mechanical services for the WV Veterans Home facility. During a recent site visit, our team identified deficiencies with the condenser and evaporator serving the 1st floor kitchen walk-in freezer that require full replacement.

Scope of Work:


- Remove existing condenser, evaporator, and line set
- Install new condenser, evaporator, and line set
- Rewire system components
- Evacuate system and pull vacuum
- Charge system and test operation

Any additional work identified during removal or installation will be communicated and approved prior to proceeding.

Total cost..... \$ 12,875.00

The undersigned agrees to the terms and conditions of this agreement.

Jonathan Harding
DSO Mechanical LLC
304-807-6888

Signed: 
Title: Procurement Supervisor
Date: 3/26/2026

Manual Search Verifications: By signing below the procurement officer certifies that he or she has verified that:

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Procurement Officer Signature

3/27/2026
Date

Amber D Higginbotham
Procurement Officer Printed Name

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