



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Master Agreement

Order Date: 09-24-2025

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

Order Number:	CMA 0618 0618 BVH2500000001 2	Procurement Folder:	1480944
Document Name:	Open End Purchase For Security Services	Reason for Modification:	Change Order No. 1 to renew contract.
Document Description:	Open End Purchase For Security Services		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000045398 CAPITOL SECURITY SOLUTIONS LLC 9 ANTLER DRIVE CULLODEN WV 25510 US Vendor Contact Phone: 3048070840 Extension: Discount Details: <table><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>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Amber D Higginbotham Requestor Phone: 304-618-9169 Requestor Email: amber.d.higginbotham@wv.gov 2026 FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

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

CR 9-24-25

Total Order Amount:	Open End
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Purchasing Division's File Copy

DATE: 9/24/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 9/30/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 10-1-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 1 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal: 10/01/2025 through 09/30/2026

Renewal Remaining: 2 years

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	92121504			HOUR	16.080000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Security Guard Regular Hours

Extended Description:

See Attached Exhibit "A" to input pricing!

Security Guard Regular Hours

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	92121504			HOUR	16.080000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Security Guard / Shift Supervisor Regular Hours

Extended Description:

See Attached Exhibit "A" to input pricing!

Security Guard / Shift Supervisor Regular Hours

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	92121504			HOUR	16.080000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Security Guard-Overtime/Holiday Rate

Extended Description:

See Attached Exhibit "A" to input pricing!

Security Guard Time And A Half Hours

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	92121504			HOUR	16.080000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Security Guard / Shift Supervisor Overtime/Holiday Rate

Extended Description:

See Attached Exhibit "A" to input pricing!

Security Guard / Shift Supervisor Time And A Half Hours



West Virginia Veterans Home

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

Date: 09/22/2025


To: Capitol Security Solutions, LLC

From: Amber Higginbotham, Procurement Specialist, West Virginia Veterans Home (WVVH)

Agreement to renew Contract # CMA BVH 25*01 according to all terms, conditions, pricing, and specifications as contained in the original contract. Two (2) renewals remaining after this renewal.

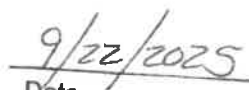
Renewal period effective 10/01/2025 - 09/30/2026.

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.


Authorized Vendor Signature


Date


Authorized Agency Signature


Date



West Virginia Veterans Home

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

Date: 09/22/2025


To: Capitol Security Solutions, LLC

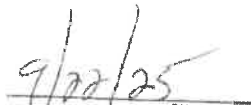
From: Amber Higginbotham, Procurement Specialist, West Virginia Veterans Home (WVH)

Agreement to renew Contract # CMA BVH 25*01 according to all terms, conditions, pricing, and specifications as contained in the original contract. Two (2) renewals remaining after this renewal.


Renewal period effective 10/01/2025 - 09/30/2026.

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.


Authorized Vendor Signature


Date


Authorized Agency Signature


Date

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Business and Licensing

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Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

CAPITOL SECURITY SOLUTIONS LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	4/4/2022		4/4/2022	Domestic	Profit			

Organization Information			
Business Purpose	5616 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Investigation and Security Services (security guards, patrol, armored car, security systems, locksmiths)		Capital Stock
Charter County	Kanawha	Control Number	
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	No

Addresses	
Type	Address
Designated Office Address	5312 MACCORKLE AVE SW SUITE 109 SOUTH CHARLESTON, WV, 25309
Mailing Address	5312 MACCORKLE AVE. SW SUITE 109 SOUTH CHARLESTON, WV, 25309 USA
Notice of Process Address	STEVEN JOHNSON 9 ANTLER DRIVE CULLODEN, WV, 25510
Principal Office Address	5312 MACCORKLE AVE SW SUITE 109 SOUTH CHARLESTON, WV, 25309 USA
Type	Address

Officers	
Type	Name/Address
Member	STEVEN JOHNSON 9 ANTLER DRIVE CULLODEN, WV, 25510
Organizer	STEVEN JOHNSON 9 ANTLER DRIVE CULLODEN, WV, 25510
Type	Name/Address

Annual Reports

Filed For
2025
2024
2023
Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, September 23, 2025 — 3:44 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>9/23/25</u> Solicitation No. <u>CMA BVH25*01</u> <u>CO#1 - Renewal</u>	Agency: West Virginia Veterans Home <hr/> Procurement Officer Submitting Requisition: Morgan Sheets <hr/> Requisition No. BVH 25*01 <hr/> PF No.: 1480944
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature:

[Handwritten Signature]