



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

State of West Virginia Purchase Order

Order Date: 02-24-2026

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:	CPO 0618 0618 BVH2500000002 4	Change Order No:	2	Procurement Folder:	1670954
Document Name:	Nursing Renovations and Flooring Replace			Reason for Modification:	
Document Description:	Construction Nursing Renovations and Flooring Replace			Change Order No. 2- to decrease the contract per the attached documentation.	
Procurement Type:	Central Purchase Order				
Buyer Name:	David H Pauline				
Telephone:	304-558-0067				
Email:	david.h.pauline@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-05-29
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-12-31

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000163163			Requestor Name:	Amber D Higginbotham
MERRITT & SONS LLC				Requestor Phone:	304-618-9169
216 Davis Creek Road				Requestor Email:	amber.d.higginbotham@wv.gov
Barboursville	WV	25504		<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 5px 0;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	7407446010	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#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

CR 2-25-26

Total Order Amount:	\$191,112.29
----------------------------	--------------

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya Be 2/24/26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE <i>2-26-26</i>
---	---	---

Extended Description:

Change Order No. 2 is issued to decrease the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders per the attached documentation. Project has been completed.

Effective date of change: 02/13/2026

Original Contract Total: \$182,354.00
CO1: NTP and Increase: \$ 12,016.29
CO2 Decrease: \$ (3,258.00)
New Contract Total: \$ 191,112.29

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121100	0.00000		0.000000	182354.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Commercial and office building construction services

Extended Description:

Nursing Renovations and Flooring Replacement

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72121100	0.00000		0.000000	8758.29
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Change Order 2 to decrease contract due reduced cost

Extended Description:

Change Order 2 decreased by \$3,258.00 per attached documentation.

From: \$12,016.29
To: \$8,758.29

	Document Phase	Document Description	Page
BVH250000002	Draft	Construction <input type="checkbox"/> Nursing Renovations and Flooring Replace	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



West Virginia Veterans Home

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

Date: 02/13/2026

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

From: Merritt & Sons LLC DbA Woody's Kitchens

Agreement to reduce Contract # CPO BVH 25*02 (Nursing Renovations and Flooring Replace) to reduce commodity line 2 by \$3258.00 due to not needing the electrical work that was believed to need to be completed for the renovations.

Original Commodity Line 2 Amount	\$12016.29 (including electrical)
Decrease Electrical Work Not Needed	<u>(\$3258.00)</u>
Final Commodity Line 2 Amount	\$8758.29

Project has been completed and final invoiced amount is \$8758.29.

Authorized Vendor Signature

Date

2-13-26

Jack Cartley / KBW Sales Manager

Authorized Agency Signature

Date

2/13/2026

Amber D Higginbotham

* Original contract: \$182,354.00
 CO1 - Notice to Proceed/Increase \$12,016.29
 CO2 - Decrease: \$3,258.00
 New Contract Total: \$191,112.29



West Virginia Veterans Home

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

Date: 02/13/2026

To: David Pauline, Senior Buyer, WV Purchasing Division

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

Re: Agency Justification for Change Order No. 2, CPO BVH25*02

The West Virginia Veterans Home (WVVH) is respectfully requesting approval of Change Order No. 2 to CPO BVH25*02 (Nursing Renovations and Flooring Replace) to reduce commodity line 2 by \$3258.00 due to not needing the electrical work that was believed to need to be completed for the renovations. The project has been completed.

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.

Approved
[Signature]



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: CPO BVH25*02 CO2

1 message

Lyle, Tara L <tara.l.lyle@wv.gov>

Thu, Feb 12, 2026 at 12:49 PM

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

Cc: Jessica L Riley <jessica.l.riley@wv.gov>, Morgan Sheets <morgan.sheets@wv.gov>

Issues with the change order -

1. Since the project is complete, the language you used in the modification tab and extended description field doesn't fit the circumstances for the decrease change order. You have "partial contract cancellation" in the mod tab and "cancel this contract/purchase order (uncompleted scope of work or undelivered commodities)" in the extended description field.

Since this is a decrease in funds, we don't want to "cancel" the contract. We need to write the language to decrease the total amount due to work not needed. The way it reads now it appears the vendor failed to complete the work which can open up a new set of problems. I have revised the language in both boxes. We will need to insert the effective date of change once we know it from the vendor's letter. New OASIS document attached.

2. We'll need an effective date for the decrease. We can use the date on the vendor's letter/invoice. More information below in Item No. 5. We will need to insert the effective date of change once we know it from the vendor's letter.

3. For this section in the extended description - it is easier to list the full amounts of the original contract change orders rather than changing the commodity line amounts. Each change order can vary with what information is used to describe the need for the change order.

Your version:

Change Order No. 1 amount for CL2: \$12,016.29

Change Order No. 2 amount for reduction: \$3258.00

Change Order No. 2 revised CL2 amount: \$8758.29

Changing to:

Original contract: \$182,354.00

Change Order No. 1 increase \$ 12,016.29

Change Order No. 2 decrease \$ (3,258.00)

New Contract Total: \$191,112.29

4. In the agency memo dated 2/2/2026 you state reduce commodity line 2 by \$3258.00 due to reduced cost of cabinetry and labor. In the email dated 2/10/26 you stated the electrical work added on CO1 was no longer needed. The reasons have to match. Please redo the agency justification memo. Please state the project is complete too.

5. You attached an invoice with your stamp/signature from the vendor but it has the original price of \$8,758.29. We need something from the vendor showing the decreased amount. So showing the original cost minus the deduction and new price. The vendor should sign this new invoice/document You then can sign and this will suffice as a 2-party agreement.

6. There's also a document/quote (4 pages) from the vendor with the statement of work, payment terms, etc. that you signed. You shouldn't sign any new documents with the vendor on change orders especially if new terms are added. We established terms, conditions, pricing and work to be performed under the original contract. This document needs to be discarded - we will not add to the upcoming change order. Item No. 5 will suffice to decrease the contract.

7. Looks like you signed the last page of the WV50A. We need the Compliance Checklist to be included with your change order request. There is a copy with the file so I assume you provided it. Here's the link in case you need it. <https://www.state.wv.us/admin/purchase/Documents/RequisitionSubmissionChecklist.pdf>

I know this is a bunch of information but it's necessary for this type of change order.

Look over everything and let me know if you have any questions.

Thanks,

Tara Lyle



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: CPO BVH25*02 CO2

1 message

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

Tue, Feb 10, 2026 at 10:59 AM

To: "Riley, Jessica L" <jessica.l.riley@wv.gov>

Cc: David H Pauline <david.h.pauline@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>

Tara, I'm sorry I missed your call. I was away from my desk. I tried to call back but not sure I wrote the number down correctly. If you want to give me a call back on my cell at 304-618-9169. That is the best way to reach me. However, this may answer your question. The reason for needing to reduce the amount is because we had thought we were going to need them to do some electrical work in order to complete the job, but it turned out we did not need the electrical work done after all. So, we had increased it with the first change order to add in enough to do this and now we need to decrease as it turned out we did not need it.

On Mon, Feb 9, 2026 at 3:36 PM Higginbotham, Amber D <amber.d.higginbotham@wv.gov> wrote:

Sounds good, thank you.

On Mon, Feb 9, 2026 at 3:36 PM Riley, Jessica L <jessica.l.riley@wv.gov> wrote:

I have included my supervisor Tara Lyle in this email for her to confirm, but she's already left for the day so we will probably get an answer tomorrow late morning/early afternoon.

I'll let you know once I know for sure.

Thanks!

Jessica

On Mon, Feb 9, 2026 at 3:34 PM Higginbotham, Amber D <amber.d.higginbotham@wv.gov> wrote:

I do not have any documentation for this, but I can possibly write up an agreement and have it signed if needed.

On Mon, Feb 9, 2026 at 3:31 PM Riley, Jessica L <jessica.l.riley@wv.gov> wrote:

Hey Amber,

Do you have any documentation or letter from the vendor for the decrease/partial cancellation with their signature for a two party agreement? I saw the Change Order 2 letters/documents with your signature and the quote from October.

Thank you

Jessica

On Mon, Feb 9, 2026 at 11:19 AM Higginbotham, Amber D <amber.d.higginbotham@wv.gov> wrote:

Approved

On Mon, Feb 9, 2026 at 11:14 AM Riley, Jessica L <jessica.l.riley@wv.gov> wrote:

Sorry, I mistyped your email address.

Please see email below.

----- Forwarded message -----

From: **Riley, Jessica L** <jessica.l.riley@wv.gov>

Date: Mon, Feb 9, 2026 at 11:12 AM

Subject: CPO BVH25*02 CO2

To: <amber.d.higginbotham@wv.gov>

Cc: David H Pauline <david.h.pauline@wv.gov>

Good morning Amber,

Can you please reapprove this one? The commodity line description for line 2 had increase in the description instead of decrease. I have corrected and it is currently at agency level 1 for your approval.

Let me know if you have any questions.

Thank you,

--

Jessica L Riley

Buyer

Purchasing Division

304-558-0246 | Jessica.L.Riley@wv.gov

2019 Washington St. E., Charleston, WV 25305



--

Amber Higginbotham

Procurement Specialist/ Fiscal Supervisor

WV Veterans Home

Department of Veterans Assistance

512 Water St. Barboursville, WV 25504

Office: (304) 736 -1027 x 302

Cell: (304) 618-9169

--

Jessica L Riley

Buyer

Purchasing Division

304-558-0246 | Jessica.L.Riley@wv.gov

2019 Washington St. E., Charleston, WV 25305



--

Amber Higginbotham

Procurement Specialist/ Fiscal Supervisor

WV Veterans Home

You are viewing this page over a secure connection. Click here for more information.

West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

** see attached*

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.

MERRITT & SONS LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	1/1/2008		12/21/2007	Domestic	Profit			

Organization Information			
Business Purpose	2383 - Construction - Special Trade Contractors - Building Finishing Contractors (drywall & insulation, painting & wall covering, flooring, tile & terrazzo, finishing carpentry)		Capital Stock
Charter County	Cabell	Control Number	98852
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	5841 DAVIS CREEK ROAD BARBOURSVILLE, WV, 25504
Notice of Process Address	BRAD MERRITT 5841 DAVIS CREEK ROAD BARBOURSVILLE, WV, 25504
Principal Office Address	5841 DAVIS CREEK ROAD BARBOURSVILLE, WV, 25504 USA
Principal Office Mailing Address	5841 DAVIS CREEK ROAD BARBOURSVILLE, WV, 25504 USA
Type	Address

Officers	
Type	Name/Address
Member	CARL MERRITT JR 5841 DAVIS CREEK ROAD BARBOURSVILLE, WV, 25504
Member	JULIE A MERRITT 5841 DAVIS CREEK ROAD BARBOURSVILLE, WV, 25504
Member	CARL BRADLEY MERRITT 5841 DAVIS CREEK ROAD BARBOURSVILLE, WV, 25504
Member	LEVI MERRITT 6145 EAST PEARIDGE ROAD HUNTINGTON, WV, 25705
Organizer	CARL MERRITT 7349 WILDCAT ROAD BARBOURSVILLE, WV, 25504 USA
Organizer	JULIE MERRITT 7349 WILDCAT ROAD BARBOURSVILLE, WV, 25504 USA
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date

BARGAINCABINETS.COM	TRADENAME	3/23/2017	
WOODY'S KITCHENS	TRADENAME	1/23/2008	
DBA Name	Description	Effective Date	Termination Date

Annual Reports
Filed For
2025
2024
2023
2022
2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011
2009
2008
Date filed

[File Your Current Year Annual Report Online Here](#)

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

Wednesday, February 18, 2026 — 11:57 AM

© 2026 State of West Virginia

Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Ordering	216 Davis Creek Road	Barboursville	WV	25504	Jack Cantley
Payment	216 DAVIS CREEK RD	BARBOURSVILLE	WV	25504-7842	
Payment	5841 DAVIS CREEK RD	BARBOURSVILLE	WV	25504	BRAD MERRITT
Ordering	5841 DAVIS CREEK RD	BARBOURSVILLE	WV	25504	BRAD MERRITT

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 00000163163
MERRITT & SONS LLC

Active From : 05/19/2025

Active To :

Address Type : Ordering

Default Record :

Division/Department :

Mail Returned :

Additional Address Info. :

Active Address : Yes

Prevent New Spending :

Default Currency : USD - US Dollar

Address Information

Address ID : AD000003

Country Phone Code : 1

Street 1 : 216 Davis Creek Road

Phone : 304-736-2007

Street 2 :

Phone Extension :

City : Barboursville

County :

State/Province : WV

County Name :

Zip/Postal Code : 25504

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

Top

[Modify Existing Record](#) [Add New Address](#)

[Master Address](#) [Master Contacts](#) [Languages](#)

[Vendor Transaction History](#)



Register Now for Q&A Session This Thursday [Show Details](#)
Feb 23, 2026



[See All Alerts](#)

Scheduled SAM Maintenance [Show Details](#)
Feb 19, 2026



[Sign In](#)

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

- Any Words [i](#)
- All Words [i](#)
- Exact Phrase [i](#)

e.g. 123456789, Smith Corp

"merritt & sons llc" [x](#)

Entity [v](#)

Location [v](#)

Status [^](#)

- Active
- Inactive

Reset [↻](#)

[Entity Information](#) [^](#)



[All Entity Information](#)

[Entities](#)

[Disaster Response Registry](#)

[Responsibility / Qualification](#)



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>2/18/2022</u>	Agency: WV Veterans Home
Solicitation No. <u>BVH 25*02</u> <u>Co#2</u>	Procurement Officer Submitting Requisition: Amber Higginbotham
	Requisition No. CPO BVH2500000002
	PF No.: 1670954

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				
<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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