



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: 02-10-2026

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 1400 1400 AGR2600000001 2 | Change Order No: | Procurement Folder: | 1659471 |
| Document Name: | Laboratory Casework and Work Surfaces | | Reason for Modification: | |
| Document Description: | Laboratory Casework and Work Surfaces | | Change Order No. 1 To Issue Notice to Proceed | |
| Procurement Type: | Central Purchase Order | | | |
| Buyer Name: | Larry D McDonnell | | | |
| Telephone: | 304-558-2063 | | | |
| Email: | larry.d.mcdonnell@wv.gov | | | |
| Shipping Method: | Best Way | Effective Start Date: | 2025-08-25 | |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2025-12-23 | |

| VENDOR | | DEPARTMENT CONTACT | | | | | | | | | | | | | | | | | | | |
|------------------------------|--|--|-------------------|---------------------|---------------|----|----|--------|---|----|-------------|--|--|----|-------------|--|--|----|-------------|--|--|
| Vendor Customer Code: | 000000163163 | Requestor Name: | Stacy A Straight | | | | | | | | | | | | | | | | | | |
| MERRITT & SONS LLC | | Requestor Phone: | (304) 558-2221 | | | | | | | | | | | | | | | | | | |
| 216 Davis Creek Road | | Requestor Email: | sstraight@wvda.us | | | | | | | | | | | | | | | | | | |
| Barboursville | WV 25504 | <div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div> | | | | | | | | | | | | | | | | | | | |
| US | | | | | | | | | | | | | | | | | | | | | |
| Vendor Contact Phone: | 7407446010 Extension: | | | | | | | | | | | | | | | | | | | | |
| Discount Details: | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <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>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table> | | Discount Allowed | Discount Percentage | Discount Days | #1 | No | 0.0000 | 0 | #2 | Not Entered | | | #3 | Not Entered | | | #4 | Not Entered | | |
| | Discount Allowed | Discount Percentage | Discount Days | | | | | | | | | | | | | | | | | | |
| #1 | No | 0.0000 | 0 | | | | | | | | | | | | | | | | | | |
| #2 | Not Entered | | | | | | | | | | | | | | | | | | | | |
| #3 | Not Entered | | | | | | | | | | | | | | | | | | | | |
| #4 | Not Entered | | | | | | | | | | | | | | | | | | | | |

| INVOICE TO | SHIP TO |
|---|--|
| PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US | AUTHORIZED RECEIVER 304-538-2397 AGRICULTURE DEPARTMENT OF MOOREFIELD FIELD OFFICE 60B INDUSTRIAL PARK RD MOOREFIELD WV 26836-0302 US |

CR 2-13-26

| | |
|----------------------------|--------------|
| Total Order Amount: | \$111,000.00 |
|----------------------------|--------------|

Purchasing Division's File Copy

| | | |
|--|---|--|
| PURCHASING DIVISION AUTHORIZATION DATE: <i>2/10/2026</i> ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>2/18/2026</i> ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION DATE: <i>2-19-26</i> ELECTRONIC SIGNATURE ON FILE |
|--|---|--|

Extended Description:

Change Order No. 1

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms and conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Contract Term: 8/25/25 through 12/23/25

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|------------|-------------|
| 1 | 56122001 | 0.00000 | | 0.000000 | 111000.00 |
| Service From | Service To | Manufacturer | Model No | | |
| | | | | | |

Commodity Line Description: Laboratory Casework and Work Surfaces

Extended Description:

See attached documentation for further details.

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner



20 August 2025

Jack D. Cantley, Sales Manager
Merritt & Sons LLC
Woodys Kitchens
216 David Creek Road
Barboursville, WV 25504
jcantley@kitchensbywoodys.com

Re: CPO AGR260000001

Dear Mr. Cantley:

This is your official Notice to Proceed for CPO AGR26*1, Laboratory Casework and Work Surfaces. Your Notice to Proceed period will begin effective August 25, 2025, and will be completed by December 23, 2025.

If you have any questions concerning this, feel free to contact me at (304) 558-2221.

Sincerely,

A handwritten signature in blue ink, appearing to read "A. Clemans", is written over a light blue circular stamp.

Alan Clemans, CFO-Director
Administrative Services Division

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170

physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312

telephone: 304-558-3550 • fax: 304-558-2203

WWW.AGRICULTURE.WV.GOV

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner

Amie Minor-Richard, Deputy Commissioner



*ok
M...
2/12/2026*

MEMORANDUM

TO: State of West Virginia - Purchasing
FROM: WV Department of Agriculture
DATE: 6 February 2026
SUBJECT: CPO AGR26*01

The above contract required a Notice to Proceed and Change Order. The Notice to Proceed was prepared and provided to the vendor in a timely manner; however, We failed to upload same and complete the Change Order at that time.

Approved by CFO/Director of Administrative Services

Laryssa Hoskins _____ 2/6/26
Laryssa Hoskins Date

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Business Organization Detail

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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 * See attached |
| 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 |

Vendor/Customer

[Menu](#)

Address

| Address Type | Street 1 | City | State/Province | Zip/Postal Code | Principal Contact |
|--------------|----------------------|---------------|----------------|-----------------|-------------------|
| Ordering | 218 Davis Creek Road | Barboursville | WV | 25504 | Jack Cantley |
| Payment | 218 DAVIS CREEK RD | BARBOURSVILLE | WV | 25504-7942 | |
| Payment | 5841 DAVIS CREEK RD | BARBOURSVILLE | WV | 25504 | BRAD MERRITT |
| Ordering | 5841 DAVIS CREEK RD | BARBOURSVILLE | WV | 25504 | BRAD MERRITT |

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Vendor/Customer: 00000183183 Active From : 05/19/2025

MERRITT & SONS LLC 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: 218 Davis Creek Road Phone: 304-738-2007

Street 2: Phone Extension:

City: Barboursville County:

State/Province: WV Country Name:

Zip/Postal Code: 25504 Country: US

DUNS:

Extended DUNS:

Unique Entity Identifier:

CAGE Code:

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- [▶ Contact Address Information](#)
- [▶ Geographic Designation](#)
- [▶ Change Management](#)

Tip

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

[Vendor Transaction History](#)

| |
|-------------------|
| 2011 |
| 2009 |
| 2008 |
| Date filed |

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

Thursday, February 5, 2026 — 2:52 PM

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Search

All Words

e.g. 1606N020Q02

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Simple Search

Search Editor

- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"MERRITT & SONS LLC" ×

Classification ∨

Excluded Individual ∨

Excluded Entity ∨

Federal Organizations ∨

Exclusion Type ∧

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

Exclusion Program ∨

Location ∨

Dates ∨

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|---|---|
| <i>Purchasing Division Use:</i> Buyer: <u>Larry McDonald</u> Date: <u>2/11/26</u> Solicitation No. <u>CPO AGR26*01 c/p1</u> | Agency: West Virginia Department of Agriculture Procurement Officer Submitting Requisition: Rita Gainer Requisition No. CPO AGR26*01 PF No.: 1659471 |
|---|---|

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 type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Automobile Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Workers' Compensation/Employer's Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Cyber Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Builder's Risk/Installation Floater | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Professional Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Other (specify) | <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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | Standard change order language | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input 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: _____

