



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: 10-24-2025

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:	CPO 0310 6502 DNR2600000014 2	Change Order No:	1	Procurement Folder:	1714751
Document Name:	Cacapon Resort State Park Ph2 Trails - "Technical"			Reason for Modification:	Change Order No. 01 issued to establish the contract beginning and ending dates per the attached documentation.
Document Description:	Cacapon Resort State Park Ph2 Trails - "Technical"				
Procurement Type:	Central Purchase Order				
Buyer Name:	Joseph (Josh) E Hager III				
Telephone:	(304) 558-2306				
Email:	joseph.e.hageriii@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-10-20
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2027-04-17

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000044885 GREENSTONE TRAILCRAFT LLC 129 W 4TH ST FREDERICK MD 21701 US Vendor Contact Phone: 8646162689 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>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			Requestor Name: James H Adkins Requestor Phone: (304) 558-3397 Requestor Email: jamie.h.adkins@wv.gov 2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
PARKS & RECREATION-PEM SECTION DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE BLDG 4 CHARLESTON WV 25305 US	SUPERINTENDENT DIVISION OF NATURAL RESOURCES CACAPON RESORT STATE PARK 818 CACAPON LODGE DR BERKELEY SPRINGS WV 25411 US

10/28/25 66

Total Order Amount: \$616,258.50

Purchasing Division's File Copy

JH 10-28-25

PURCHASING DIVISION AUTHORIZATION

DATE: *M. R. H. 10/28/25*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *Q. S. J. 10/29/25*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Cody R. 10-29-25*
ELECTRONIC SIGNATURE ON FILE

10/29/2025

Extended Description:

Change Order

Change Order No. 01 issued to establish contract start date per the attached Notice to Proceed letter.

Contract start and end dates: 10/20/2025 - 04/17/2027.

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72120000	0.00000		0.000000	616258.50
Service From	Service To	Manufacturer	Model No		
2025-10-20	2027-04-17				

Commodity Line Description: Building Construction Services

Extended Description:

Construction of "Technical" trail at Cacapon Resort State Park.

Governor Patrick Morrisey



Director Brett W. McMillion

October 17, 2025

Andrew Mueller,
andrew@greenstonetrailcraft.com
129 W 4th Street,
Frederick, MD 21701

Re: Notice To Proceed
Cacapon Resort State Park- Phase II- Technical trails
CPO DNR2600000014
EDA Award Number: 01-79-15230

Dear Mr. Mueller,

Congratulations on being the low responsible bidder for the Cacapon Resort State Park Phase II Technical trail contract. The Purchase Order has been approved. You are notified to proceed with construction on the subject project on October 20, 2025. The 545-day contract time requires that all work be completed by April 17, 2027. We appreciate all your time and effort to help make this project successful.

If you have any questions, please contact me at (304) 549-9168.

Sincerely,

A handwritten signature in black ink that reads "Jason Dingess". The signature is fluid and cursive.

Jason Dingess, P.E.
WV DNR- PEM
Engineer Associate

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Business Organization Detail

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GREENSTONE TRAILCRAFT LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	12/5/2023		12/5/2023	Foreign	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		Capital Stock
Charter County	Morgan		Control Number
Charter State	MD		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	129 WEST 4TH ST FREDERICK, MD, 21701
Mailing Address	129 WEST 4TH ST FREDERICK, MD, 21701 USA
Notice of Process Address	ANDREW MUELLER 129 WEST 4TH ST FREDERICK, MD, 21701
Principal Office Address	129 WEST 4TH ST FREDERICK, MD, 21701 USA
Type	Address

Officers	
Type	Name/Address
Member	ANDREW MUELLER 129 WEST 4TH ST FREDERICK, MD, 21701
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	
Date filed	

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

Friday, October 24, 2025 — 1:53 PM

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"GREENSTONE TRAILCRAFT LLC"



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