



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: 05-05-2026

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 0310 6515 DNR2600000016 3	Change Order No:	1	Procurement Folder:	1747454
Document Name:	Blackwater Falls Sled Run Tree Removal			Reason for Modification:	
Document Description:	Blackwater Falls Sled Run Tree Removal			Change Order No. 02 issued to increase the contract and adjust to final quantities.	
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:	2025-10-21		
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-12-19		

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	VS0000048279	Requestor Name:	James H Adkins	
MAXS TREE SERVICE LLC 667 MOUNTAINSIDE RD		Requestor Phone:	(304) 558-3397	
DAVIS WV 26260		Requestor Email:	jamie.h.adkins@wv.gov	
US		<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 5px 0;">FILE LOCATION _____</div>		
Vendor Contact Phone:	8594438661			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
PARKS & RECREATION-PEM SECTION DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE BLDG0 CHARLESTON WV 25305 US	SUPERINTENDENT DIVISION OF NATURAL RESOURCES BLACKWATER FALLS STATE PARK 1584 BLACKWATER LODGE RD DAVIS WV 26260-0490 US

CR 5-6-26

Total Order Amount:	\$89,000.00
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Purchasing Division's File Copy

JA 5-5-26

PURCHASING DIVISION AUTHORIZATION DATE: <i>5/6/2026</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>5/14/2026</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>	ENCUMBRANCE CERTIFICATION DATE: <i>5-14-26</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>
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Extended Description:

Change Order

Change Order No. 02 is issued to increase the original contract according to all terms, conditions, prices, and specification contained in the original contract including all authorized change orders, and adjust to final quantities.

Original Contract Price: \$85,000.00
Change Order No. 02 Increase: 4,000.00
Contract New Total: \$89,000.00

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	70000000	0.00000		0.000000	85000.00
Service From	Service To	Manufacturer		Model No	
2025-10-21	2025-12-19				

Commodity Line Description: Tree Removal and Related Work

Extended Description:

Tree Removal and Related Work

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	70000000	0.00000		0.000000	4000.00
Service From	Service To	Manufacturer		Model No	
2025-10-21	2025-12-19				

Commodity Line Description: Change Order No. 02

Extended Description:

Tree Removal and Related Work

WEST VIRGINIA
DNR

Governor Patrick Morrisey

Director Brett W. McMillion

March 20, 2026

Jamie Adkins
Chief Procurement Officer
WV DNR
112 California Ave.
Charleston, WV 25305

*OK JJA
5.5.24*

**RE: Blackwater Falls State Park
Sled Run Tree Removal
CPO DNR 26*16 - Change Order #2
20 Day Backdate Justification**

Dear Mr. Adkins,

Please excuse the fact that the attached Change Order request is beyond 20 days past the end of the above referenced contract. There were delays in obtaining the final quantities documentation for the closeout change order.

Thank you


Tammy Coppala, ASA

WV DNR

Planning, Engineering & Maintenance

Attachments

cc: Matt Yeager, PEM Chief

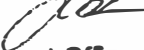
WEST VIRGINIA



Governor Patrick Morrisey

Director Brett W. McMillion

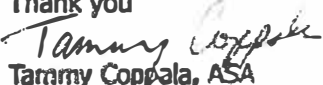
March 19, 2026

Jamie Adkins 
Chief Procurement Officer
WV DNR
112 California Ave.
Charleston, WV 25305

**RE: Blackwater Falls State Park
Sled Run Tree Removal
CPO DNR 26*16
Request for Change Order**

Dear Mr. Adkins,

Planning, Engineering and Maintenance is requesting a final quantities/closeout change order for the above referenced contract. During the removal of affected trees at Blackwater Falls State Park Sled Run, it became apparent that additional trees within the plan area would have to be felled in order to properly complete the project. An additional 16 trees were removed to ensure the safety of visitors in the area. This resulted in an increase of \$4,000.00 to the contract.

Thank you

Tammy Coppala, ASA
WV DNR
Planning, Engineering & Maintenance

Attachments

cc: Matt Yeager, PEM Chief

March 24, 2026



Jamie Adkins
Chief Procurement Officer
WV Division of Natural Resources
Property and Procurement Office
112 California Avenue
Charleston, WV 25305

**Re: Blackwater Falls State Park
Sled Run Tree Removal
CPO DNR 26*16 Request for
Change Order**

Dear Mr. Adkins,

Max's Tree Service LLC is requesting a final quantities/closeout change order for the above referenced contract. During the removal of affected trees at Blackwater Falls State Park Sled Run, it became apparent that additional trees within the plan area would have to be felled in order to properly complete the project. An additional 16 trees were removed. This resulted in an increase of \$4,000.00 to the contract.

If you have any questions, please contact me at 859-443-8661.

Sincerely,

A handwritten signature in cursive script that reads "Max Withrow". The signature is written in black ink and is positioned above the typed name.

Max Withrow
Owner
Max's Tree Service LLC

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Business and Licensing

Online Data Services Help

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.

MAX'S TREE SERVICE, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	9/13/2023		9/13/2023	Domestic	Profit			

Organization Information			
Business Purpose	5617 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Services to Buildings and Dwellings Including Lawn Care and Janitorial Services (exterminating & pest control, janitorial, landscaping, carpet, upholstery cleaning services)		
Charter County	Tucker	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	667 MOUNTAINSIDE ROAD DAVIS, WV, 26260
Notice of Process Address	MAX WITHROW 667 MOUNTAINSIDE RD DAVIS, WV, 26260
Principal Office Address	667 MOUNTAINSIDE ROAD DAVIS, WV, 26260 USA
Principal Office Mailing Address	667 MOUNTAINSIDE ROAD DAVIS, WV, 26260 USA
Type	Address

Officers	
Type	Name/Address
Member	MAXWELL WITHROW 667 MOUNTAINSIDE ROAD DAVIS, WV, 26260
Organizer	MAXWELL WITHROW 667 MOUNTAINSIDE ROAD DAVIS, WV, 26260
Type	Name/Address

Annual Reports	
Filed For	
2026	
2025	
2024	
Date filed	



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