



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: 10-31-2024

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 0603 0603 ADJ2400000011 5	Procurement Folder:	1278455
Document Name:	Camp Dawson South Gate Road Slip Stabilization	Reason for Modification: CO#2 - Administrative Change Order Correcting discount options inferred from VCUST when vendor registered through VSS in 2020. No change to contract amount or dates of service. Administrative change only	
Document Description:	Camp Dawson South Gate Road Slip Stabilization		
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:	2024-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-01

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	VS0000031616	Requestor Name:	Philip B Schoolcraft	
THE DIRT DOCTOR INC 6341 TALBOTT RD		Requestor Phone:	(304) 558-2930	
BELINGTON WV 26250		Requestor Email:	philip.b.schoolcraft.nfg@army.mil	
US		<div style="font-size: 2em; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	3048233200			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
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR	FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD
CHARLESTON WV 25311	KINGWOOD WV 26537-1077
US	US

CR 11-14-24

Total Order Amount:	\$839,279.70
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Purchasing Division's File Copy

<i>DEP 11/13/24</i> PURCHASING DIVISION AUTHORIZATION DATE: <i>11-13-24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Colby R... 11-17-24</i> ELECTRONIC SIGNATURE ON FILE
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11/18/2024

Extended Description:

CHANGE ORDER NO. 2 - Correcting discount options on CL #1 AND CL #2 that were inferred to the contract from VCUST when vendor registered through VSS in 2020. Administrative change only. Agency discovered the discrepancy when first payment was approved on the contract. Vendor was shorted 2% of total payment, this will correct the issue on all future payments for this contract. Vendor Finance also corrected the issue in VCUST so that this issue will not occur again.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	465124.40
Service From	Service To	Manufacturer		Model No	
2024-03-01	2025-03-01				

Commodity Line Description: BASE BID- Camp Dawson South Gate Road Slip

Extended Description:

See attached Pricing Page, Bid Form

Contract Item #1- BASE BID- Labor & materials per the construction documents

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	374155.30
Service From	Service To	Manufacturer		Model No	
2024-03-01	2025-03-01				

Commodity Line Description: Alternate #1- Repair and Stabilize additional 0.15 acres

Extended Description:

See attached Pricing Page, Bid Form

Contract Item#2- Alternate #1- To repair and stabilize an additional 0.15 acres at the site per the contract documents.



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO-PROC

10 October 2024

MEMORANDUM FOR

Joseph Williams, President
The Dirt Doctor, Inc.
6341 Talbott Road
Belington, WV 26250

Subject: Change Order #2 for Contract #CPO-ADJ240000011/ Camp Dawson South Gate Road Slip Stabilization (Construction)

Dear Mr. Williams:

The West Virginia Adjutant General's Office and the West Virginia Army National Guard's Construction and Facilities Management Office is requesting concurrence from your company for the completion of an administrative change order for the project noted above known as the **(Camp Dawson South Gate Road Slip Stabilization)** located at (Camp Dawson, near Kingwood, WV) under the contract number noted above.

Current contract status is:
Camp Dawson South Gate Road Slip Stabilization (Construction)

Original contract amount: \$839,279.70
Current contract total amount: \$839,279.70

Paid to Date: \$445,972.67

Balance: \$393,307.03

In order for the West Virginia Adjutant General's Office and the West Virginia Army National Guard ("Agency/Owner") to process payment applications and pay invoices, a change order must be processed to the original contract issued by the State of West Virginia Purchasing Division to state the information noted above and in this letter is correct and mutually agreed upon by the Agency and the Vendor.

This change order is needed to reverse the allowance for payment of a 2% discount established when the vendor registered in VSS back in 2020, to allow for the payment of invoices in the full amount by the Auditors Office for future payments to this vendor on this contract.

Change Order No. 2 is an administrative change order correcting discount options on commodity line #1 and commodity line #2 that were inferred to the contract from the VCUST table in WvOasis, when the vendor registered through VSS (Vendor Self Service) in 2020.

Administrative change only, no dates or prices are affected by this change. Agency discovered the discrepancy when first payment was approved on the contract. Vendor was shorted 2% of total payment, this will correct the issue on all future payments for this contract. Vendor Finance also corrected the issue in the WvOasis VCUST table, so that this issue will not occur again.

Please sign, date, and notarize this letter and return the original copy to my attention by mail to the address on this letterhead.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: The Dirt Doctor, Inc.

Authorized Signature: Charles J. Lewis Date: 10/15/2024

Print Name: Charles J. Lewis

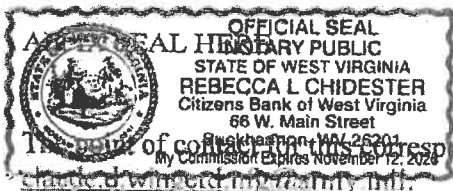
Title: CEO

State of West Virginia

County of Upshur to-wit:

Taken, subscribed, and sworn to before me this 15th day of October, 2024

My Commission expires November 12, 2026



Notary Public Rebecca L. Chidester

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at claude.d.wingerd.mfg@army.mil.

Sincerely,

Dean Wingerd

Dean Wingerd
Procurement Analyst

304.561.6629

claude.d.wingerd.mfg@army.mil

Construction & Facilities Management Office

1707 Coonskin Drive

Charleston, WV 25311

(520) 707-6938

Nora.j.mcpherson.nfg@army.mil

From: Lisa Comer <lisa.comer@wvoasis.gov>

Sent: Monday, September 30, 2024 12:42 PM

To: David Hughes <david.hughes@wvsao.gov>; McPherson, Nora J NFG NG WVARNG (USA) <nora.j.mcpherson.nfg@army.mil>; Wick, Rhonda C NFG NG WVARNG (USA) <rhonda.c.wick.nfg@army.mil>

Cc: Auditing-List <Auditing@wvsao.gov>; Finance Team <FinanceTeam@wvoasis.gov>

Subject: RE: The Dirt Doctor - calling about recent payment

Hello all,

To ensure the payment related discount is not inferred onto future payments, you will need to process a change order modification to remove the discount from the CPO commodity lines. The first line on the Discount tab of the Commodity lines requires an entry. For this CPO, if you want to remove the current discount inferred of 2%, will need an entry of 0 for Discount 1% and Days. This change will be needed for both commodity lines, as both contain the discount currently.

View: A 1 of 3 | Delivery Date cannot be less than the Record Date of the document.

Centralized Purchase Order(CPO) | Dept: 0593 | ID: ADU240000011 | Ver.: 4 | Function: Modification | Phase: Final | Modified by: clayg1 . 09/13/2024

Document Navigator

Header

Award Details

Accounting Distribution

Vendor

Commodity

Accounting

Posting

Commodity T & C

Business Type

Sub Vendor

Terms and Conditions

Special Instructions

Supporting Documents

Commodity

Total Lines: 2 | Line: 1 | CL Description: BASE BID- Camp Dawson South Gate Road Site | Line Amount: 5465,124.40

Line	CL Description	Line Amount	Modified
1	BASE BID- Camp Dawson South Gate Road Site	5465,124.40	Yes
2	Alternate #1- Repair and Stabilize additional 0.15 acres	3374,155.30	Yes

From 1 to 2 Total: 2

Show Lines: 10 | Go to line: | Go | Export to CSV

List View

General Information | Reference | Fixed Asset Intent Reference | Shipping/Billing | Specifications | Matching | Retainage | Tolerance | **Discount**

Worksites

Discount %	Days	Disc Atw
Discount 1 %: 2.0000	Days: 10	Disc Atw: No
Discount 2 %:	Days:	Disc Atw:
Discount 3 %:	Days:	Disc Atw:
Discount 4 %:	Days:	Disc Atw:

Until it is removed from the award, it will continue to infer onto the payment requests. This will need processed as a change order. If Purchasing Division approves as an Administrative Change Order, we can bypass their normal workflow approvals and submit to Final. Otherwise, this will need to be processed through workflow as a regular change order.

Thank you,

Lisa Comer

Finance Team

WV Enterprise Resource Planning Board

Phone: 304-935-0487

Email: FinanceTeam@wvoasis.gov

Web: wvoasis.gov

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>11/05/24</u> Solicitation No. <u>CPO ADJ24*11</u>	Agency: WV Adjutant General's Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO ADJ240000011 (Camp Dawson S Gate RoadSlip) PF No.: 1278455
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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 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 type="checkbox"/>	<input checked="" 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: David Pauline

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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.

THE DIRT DOCTOR, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/17/2018		12/17/2018	Domestic	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)	Capital Stock	20000.0000
Charter County	Barbour	Control Number	0
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	20000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	6341 TALBOTT ROAD BELINGTON, WV, 26250
Mailing Address	6341 TALBOTT ROAD BELINGTON, WV, 26250 USA
Notice of Process Address	JOSEPH WILLIAMS 6341 TALBOTT ROAD BELINGTON, WV, 26250
Principal Office Address	6341 TALBOTT ROAD BELINGTON, WV, 26250 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	THE DIRT DR. 6341 TALBOTT ROAD BELINGTON, WV, 26250
President	JOSEPH WILLIAMS 6341 TALBOTT ROAD BELINGTON, WV, 26250
Type	Name/Address

Name Changes	
Date	Old Name
7/2/2019	THE DIRT DR. INC.
Date	Old Name

Date	Amendment
7/2/2019	NAME CHANGE: FROM THE DIRT DR. INC. AND RESTATED ARTICLES.
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	

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2020
2019
Date filed

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

Wednesday, November 13, 2024 — 2:11 PM

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Jul 18, 2024



See All Alerts

Entity Validation Show Details
Nov 6, 2024



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All Words

e.g. 160EN020Q02

Select Domain
All Domains



Filter By



Keyword Search

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

Simple Search

Search Editor

- Any Words
- All Words
- Exact Phrase

e.g. 160SN020Q02
"the dirt doctor, inc"

Federal Organizations

Enter Code or Name



Status



- Active
- Inactive

Reset



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