



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

State of West Virginia
Purchase Order

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Date: 12-21-2023

Order Number:	CPO 0511 2541 BSS240000001 2	Procurement Folder:	1327220
Document Name:	WV Children's Home Restoration Estimate	Reason for Modification:	
Document Description:	WV Children's Home Restoration Estimate	Change Order No. 1 - to issue notice to proceed and revise contract term language.	
Procurement Type:	Central Purchase Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-11-16
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-01-29

VENDOR				DEPARTMENT CONTACT		
Vendor Customer Code:	000000206059			Requestor Name:	George L Montgomery	
ZMM INC				Requestor Phone:	(304) 957-0217	
222 LEE ST W				Requestor Email:	george.l.montgomery@wv.gov	
CHARLESTON	WV	25302				
US				<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	304-342-0159	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
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US

12-28-23 BAN

Total Order Amount:	\$48,500.00
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Purchasing Division's File Copy

OK 12/27/23

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya 12/27/23</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>Dunham 1-5-24</i> ELECTRONIC SIGNATURE ON FILE
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1/4/2024

Extended Description:

Change Order No. 1

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, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Contract Term: 11/16/2023 through 01/29/2024

2. To change the Contract Term from Construction/Project Oversight to a Fixed Period Contract. The Construction/Project Oversight box was checked inadvertently at contract award. The contract has a fixed period of 75 days per the vendor's letter dated 11/06/2023. Copy attached for reference only.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	48500.00
Service From	Service To	Manufacturer		Model No	
2023-11-16	2024-01-29				

Commodity Line Description: Architectural engineering

Extended Description:



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Office of Operations

Sherri A. Young, DO, MBA, FAAFP
Interim Cabinet Secretary

George L. Montgomery
Executive Director

November 15, 2023

ZMM Inc
222 Lee Street West
Charleston, WV 25302

Attn: Adam Krason

NOTICE TO PROCEED

Per issuance of Purchase Order CPO 0511 2541 BSS2400000001, this is your notification to commence work on November 16, 2023, to provide the services per the statement of qualifications, terms and conditions, and your proposal dated November 6, 2023. A project kickoff meeting has been scheduled with Michael Phillips of ZMM Inc. on November 16, 2023 in Elkins.

Given the contract's allowance for seventy-five (75) days for final completion of the project, the contract's start date shall be November 16, 2023 and the end date shall be January 29, 2024.

If you have any questions or concerns, please contact me at 304-957-0217 or George.L.Montgomery@wv.gov

Sincerely,

A handwritten signature in black ink, appearing to read "G. Montgomery".

George L. Montgomery
Executive Director of Operations

Robert Price
Agree

November 6, 2023

Robert Price, CPPO, CPPB, NIGP-CPP
Administrative Services Manager II
WVDHHR – Office of Purchasing
One Davis Square – Room 110
Charleston, WV 25301



**Subject: Proposal to Provide Professional Architectural/Structural, Inspection/
Facility Survey and Condition Assessment Services
West Virginia Children's Home – Elkins, WV**

Dear Mr. Price:

Thank you for providing ZMM Architects and Engineers with the opportunity to provide the WVDHHR with an assessment of the West Virginia Children's Home, which is located at 230 Heavener Avenue in Elkins, WV. ZMM understand that the West Virginia Children's Home is a 25-bed residential facility for youth ages 12-18 years old. This facility is a licensed, self-contained, non-secure residential facility. The facility has private, semi-private, dormitory, and pre-independent housing. The State Department of Education operates a fully accredited on-grounds school. Selected youth attend the local school in Elkins, WV. The Children's Home is in a Colonial Revival building built in 1909 and listed on the National Register of Historic Places in 1994. The facility has served the State of West Virginia for well over 100 years. The State has been a steward of this asset, but, as with all older buildings; time, use, and aging infrastructure as well as changes in codes and requirements for the intended uses, make it necessary to invest significant resources to keep them able to fulfill their intended purpose.

The purpose of the assessment is to identify the improvements (scope of work) required to rehabilitate the facility to an acceptable condition for continued occupancy. This will include an evaluation of deficiencies of applicable codes. The assessment would not include a hazardous material survey (although ZMM can coordinate on your behalf, if required). The outcome of the assessment will be a letter type report that details deficiencies, deferred maintenance, recommended improvements, and cost projections.

To provide the services identified above, ZMM Architects and Engineers will commence project kick-off meeting onsite with the WVDHHR. Key items to be discussed during the meeting include:

- Review the Overall Existing Conditions of the Facility
- Determine Specific WVDHHR Requirements
- Gather Existing Documentation and Drawings
- Review the Proposed Scope of Work
- Review the Project Budget and Schedule
- Review Project Constraints (Minimize Disruption)

Following the kick-off meeting ZMM would develop accurate floor plans for the existing facilities. These floor plans will be based upon the existing plans of the building provided by WVDHHR, which will be confirmed through on-site as-built measurements. Once the floor plans are complete, ZMM will assess the building with a team of architects, historic preservation consultants, and engineers. The team will focus the investigation on the following areas:

- Historic Characteristics and Features
- Site Conditions, Utilities
- Building Structure
- Life Safety and Egress (Building Circulation)
- Accessibility
- Building Envelope, Including a Roofing Analysis
- Interior Conditions and Finishes
- Plumbing Systems
- Electrical Service and Distribution, Emergency Power
- Lighting
- Mechanical Systems
- Data/IT Infrastructure
- Kitchen and Other Specialty Items
- Security Systems

The purpose of the assessment will be to determine the condition of the major building systems, and to identify both immediate and long-term enhancements that will be required to fully improve the building. Once the assessment and planning effort is complete, the design team will prepare an estimate of the probable construction cost for required and recommended improvements. The result of the assessment and planning effort will be a report that will serve as the basis for future decisions regarding maintenance of, and improvements to, the West Virginia Children's Home. This comprehensive approach will help to ensure that all improvements are made in a manner that supports the long-term vision of the WVDHHR.

Fee Proposal

ZMM Architects and Engineers propose to provide the services noted above for a stipulated sum fee of forty-eight thousand five hundred dollars (\$48,500.00). The proposed fee will be billed upon completion and is all inclusive (i.e. includes all standard reimbursable expenses).

Schedule

ZMM Architects and Engineers will complete the services within seventy-five (75) days of the project kick-off meeting.

Exclusions

Please note that the proposed fee is for the assessment and planning effort identified above for the historic Children's Home only and does not include an assessment of the adjacent school or recreation facilities. The fee does not include any site investigative or testing (survey or geotechnical analysis) services, although ZMM can coordinate them on behalf of the WVDHHR.

Thank you again for providing ZMM with the opportunity to assist with the project. We would be honored to have the opportunity to assist with assessment of your facilities.

Respectfully submitted,

ZMM Architects and Engineers



Adam R. Krason, AIA, NCARB, LEED-AP
Principal



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

Re: CPO BSS24*01 - CO1

1 message

Price, Robert L <robert.l.price@wv.gov>
To: "Lyle, Tara L" <tara.l.lyle@wv.gov>
Cc: Crystal G Hustead <crystal.g.hustead@wv.gov>

Thu, Dec 14, 2023 at 9:48 AM

Good morning,

There isn't going to be any construction resulting from the report we receive from this contract. The vendor has 75 days to complete the work. What is it going to take to change the contract term?

On Thu, Dec 14, 2023 at 9:45 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Good morning,

Just a question about the CO for the EOI for the Children's Home restoration. In the original contract, we checked the Construction/Project Oversight box on the TCs. This allows the EOI to remain open until the construction is complete. I noticed the vendor provided a 75 day schedule in their letter attached to the purchase order.

Question - do you want the EOI to remain open until the construction is complete or have a 75 day contract term?

If you want to leave it open, we don't need to do a notice to proceed. If you want the term, then we can do the change order but we'll need to change the CONTRACT TERM - SECTION 3 from Construction/Project Oversight to the FIXED PERIOD CONTRACT or ONE TIME PURCHASE.

It doesn't matter to me but we'll have to change it one way or the other.

I'm out today but will be in tomorrow if you want to chat about it.

Thanks,
Tara

Tara Lyle, Buyer Supervisor
WV Purchasing Division
2019 Washington Street, East
Capitol Complex, Building 15
Charleston, WV 25305
304-558-2544

www.wvpurchasing.gov



**STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Office of Purchasing**

**Sherri A. Young, DO, MBA, FAAFP
Interim Cabinet Secretary**

**Bryan Rosen
Director**

TO: Crystal Hustead, CPPB
Senior Buyer

FROM: Robert Price, CPPO, CPPB, NIGP-CPP
Administrative Services Manager II

SUBJECT: CPO 0511 2541 BSS2400000001

DATE: November 28, 2023

DHHR Purchasing respectfully processing of Change Order No. 1 for the above referenced document.

This change order is issued to establish the dates of performance for this contract.

This change order was not previously submitted due to several employees being out of the office and having limited employees available to process documents. We have hired an additional staff member that will hopefully facilitate timely document processing.

If you have any questions regarding this request, please do not hesitate to contact me on extension 70218 or Bryan Rosen on extension 80953.

Thank you.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hasked</u> Date: <u>12/4/23</u> Solicitation No. <u>CPO BSS 24#01</u>	Agency: DHHR Procurement Officer Submitting Requisition: Robert Price Requisition No. N/A PF No.: 1327220
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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 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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: Christine Nustead