



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

State of West Virginia
Contract

Order Date: 04-10-2024

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:	CCT 0310 6509 DNR1500000002 2	Procurement Folder:	15806
Document Name:	Converted DNR213005~P000024037	Reason for Modification:	Change Order No. 02 issued to zero and close the contract.
Document Description:	A/E SVCS FOR BEECH FORK STATE PARK NEW LODGE		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Bryan Hoffman		
Telephone:	(304) 539-0859		
Email:	bryan.hoffman@wvoasis.gov		
Shipping Method:	Best Way	Effective Start Date:	2013-01-28
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2018-01-28

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000206059	Requestor Name:	Angela W Negley
ZMM INC		Requestor Phone:	(304) 696-2599
222 LEE ST W		Requestor Email:	negley4@marshall.edu
CHARLESTON	WV 25302		
US			
Vendor Contact Phone:	304-342-0159	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	Yes	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

24
 FILE LOCATION _____

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV 25303-9730 US	DIVISION OF NATURAL RESOURCES WEST VIRGINIA STATE PARKS 324 4TH AVE SOUTH CHARLESTON WV 25303-1228 US

4-10-24 6L

Total Order Amount: \$1,510,179.37

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>M. A. [Signature]</i> 4/11/2024	DATE: <i>John S. Gray</i>	DATE: <i>[Signature]</i> 4-17-24
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

4/16/2024

Extended Description:

Change Order

Change Order No. 02 is issued to adjust to final quantities and close the contract.

Original Contract (DNR213005): \$3,372,608.00
Change Order No. 01 Increase: 19,525.00
Change Order No. 02 Decrease: (1,881,953.63)

Final Amount: \$1,510,179.37

Effective: 01/28/2018

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	\$1,510,179.37
Service From	Service To	Manufacturer	Model No		
2013-01-28	2018-01-28				

Commodity Line Description: ARCHITECTURAL AND DESIGN SERVICES

Extended Description:



Governor Jim Justice

Director Brett W. McMillion

April 6, 2023

Adam Krason, AIA
ZMM Architects & Engineers
222 Lee Street West
Charleston, WV 25302

Re: CCT DNR 15*02
A/E Services for Beech Fork Lodge

Our records indicate that this project is complete to Design Development and was stopped due to funding. Further, ZMM has been paid all invoiced amounts, and no further billings may be made under the contract.

By your signature below, you agree that no money is due.

Thank you in advance for your cooperation in this matter.

Sincerely,

Bradley S. Leslie, PE

Agreed:

Adam Krason, AIA Principle

Date:

11 - April - 2023



Atkins, Mark A <mark.a.atkins@wv.gov>

Re: CO#2 CCT DNR15*02

1 message

Adkins, Jamie H <jamie.h.adkins@wv.gov>
To: "Atkins, Mark A" <mark.a.atkins@wv.gov>
Cc: Joseph E Hager III <joseph.e.hageriii@wv.gov>

Thu, Apr 11, 2024 at 10:30 AM

Mark,

Oasis reflects no activity on this contract since 2015 and no pending documents.

Thanks!

J.H. "Jamie" Adkins
Chief Procurement Officer, ASM2
West Virginia Division of Natural Resources
324 4th Avenue
South Charleston, WV 25303
(304) 558-3397

On Thu, Apr 11, 2024 at 8:41 AM Atkins, Mark A <mark.a.atkins@wv.gov> wrote:
Good morning Jamie,

I just received the above cancellation of funding for the CCT DRN15*02 contract. Only question I have is that the agreement memo was signed a year ago. Before I process, I wanted to make sure there were no additional invoices paid between the cancellation memo signature date of 4/11/2023 and today and you are ok with processing as is.

Regards,

Mark A. Atkins, CPPB

Buyer Supervisor

West Virginia Department of Administration

Purchasing Division

2019 Washington Street, East

POB 50130

Charleston, WV 25305-0130

Phone: 304.558.2307

Email: Mark.A.Atkins@wv.gov

"Tell me and I will Forget, Show me and I may remember, Involve me and I will understand"

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West Virginia Secretary of State — Online Data Services

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.

ZMM, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	10/27/1987		10/27/1987	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock 2000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	2000	Young Entrepreneur	Not Specified



Important Reqs and Certs Update Show Details
Mar 1, 2024



See All Alerts

Entity Validation Processing Show Details
Mar 19, 2024



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Search

All Words

e.g. 1606N020Q02

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. 1606N020Q02

"ZMM, INC."

Federal Organizations

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Magy (w)</u> Date: <u>4-10-24</u> Solicitation No. <u>CCT DNR 15807</u> <u>C/O #2</u>	Agency: Division of Natural Resources Procurement Officer Submitting Requisition: Jamie H. Adkins Requisition No. CCT DNR15*02 CO2 Closeout PF No.: 15806
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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"/>

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: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**