

Extended Description:

Change Order

Change Order No.03 is issued to renew the original contract according to all terms conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal: renewal: 11/11/2023 through 11/10/2024.

Renewals remaining: Zero (0)

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2021-11-11	2024-11-10				

Commodity Line Description: Phase A1

Extended Description:

Services of an architectural engineering firm

CO #1 - Close Out Line

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$75,500.00
Service From	Service To	Manufacturer		Model No	
2021-11-11	2024-11-10				

Commodity Line Description: Phase B

Extended Description:

Services of an architectural engineering firm

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$5,000.00
Service From	Service To	Manufacturer		Model No	
2021-11-11	2024-11-10				

Commodity Line Description: Reimbursable Expenses

Extended Description:

Services of an architectural engineering firm

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101508	0.00000		0.000000	\$100,000.00
Service From	Service To	Manufacturer		Model No	
2021-11-11	2024-11-10				

Commodity Line Description: Project C - Blue & Gold Building Renovations

Extended Description:

Services of an architectural engineering firm

Phase C1 Fee: \$15,000

Phase C2 Fee: \$35,000

Phase C3 Fee: \$50,000

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81101508	0.00000		0.000000	\$22,500.00
Service From	Service To	Manufacturer	Model No		
2021-11-11	2024-11-10				

Commodity Line Description: Project D - Keller Hall Re-Roofing Project

Extended Description:
Services of an architectural engineering firm



The West Virginia Schools for the Deaf and the Blind

Established 1870
301 EAST MAIN STREET
ROMNEY, WEST VIRGINIA 26757
Telephone - 304-822-4800

April 9, 2024

Chris Campbell
222 Lee Street West
Charleston, WV 25302

Subject: CCT 0403 DBS 2200000001 Contract Renewal – Change Order No. 3
A&E EOI for Renovation and Assessment Projects at WWSDB

The West Virginia School for the Deaf and Blind is offering to renew the subject contract under the same terms, conditions, pricing and specifications as contained in the original contract and all approved change orders. The renewal dates are November 11, 2023 through November 10, 2024. If you agree to this renewal, please sign below and return to my attention as soon as possible.

Remaining renewals: Zero (0)

Please call if you have any questions.

Very truly yours,

Tabitha J. Crist
CFO
West Virginia School for the Deaf and Blind

**Vendor signature required below*

We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

Chris Campbell, AIA

4/10/2024

Vendor Name / Signature

Date

ZMM Architects & Engineers

Architect

Title



APPROVED
TJ Crist
4/23/24

Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

From: Tabitha Crist, West Virginia Schools for the Deaf and the Blind

TJC

Date: April 9, 2024

Subject: Backdate Justification CCT DBS 22 001

West Virginia Schools for the Deaf and the Blind currently has three contracts for A&E services with ZMM. We have several projects with each of those contracts. One of the contracts is almost complete and in tracking the projects under each contract, I mistakenly listed the last project on the oldest contract with one of the newer contracts. That led me to overlook the renewal needed for CCTDBS22*01, thinking the projects were complete. We recently received an invoice for A&E services for the project remaining on the oldest contract and need to renew the contract. The project has been moved on my spreadsheet to prevent another oversight; however, this project should be wrapping up before the end of the calendar year.

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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 Servies - Professional, Scientific and Technical Servies - 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				

Addresses

Type	Address
Local Office Address	222 LEE STREET WEST CHARLESTON, WV, 25302
Mailing Address	222 LEE STREET WEST CHARLESTON, WV, 25302 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	222 LEE STREET WEST CHARLESTON, WV, 25302 USA
Type	Address

Officers

Type	Name/Address
Director	ROBERT DOEFFINGER 222 LEE STREET WEST CHARLESTON, WV, 25302
Director	DAVID FERGUSON 222 LEE STREET WEST CHARLESTON, WV, 25302
President	ROBERT C. DOEFFINGER 222 LEE STREET WEST CHARLESTON, WV, 25302
Secretary	DAVID FERGUSON 222 LEE STREET WEST CHARLESTON, WV, 25302
Treasurer	DAVID FERGUSON 222 LEE STREET WEST CHARLESTON, WV, 25302
Vice-President	ADAM R KRASON 222 LEE STREET W CHARLESTON, WV, 25302
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
ZMM ARCHITECTS AND ENGINEERS	TRADENAME	12/17/2018	
DBA Name	Description	Effective Date	Termination Date



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- Any Words ⁽ⁱ⁾
- All Words ⁽ⁱ⁾
- Exact Phrase ⁽ⁱ⁾

e.g. 123456789, Smith Corp

"ZMM INC." ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∨
- Exclusion Program ∨
- Location ∨
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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use.</i> Buyer: <u></u> Date: <u>4-19-24</u> Solicitation No. <u>CCT DBS 22 001</u> <u>C/O #3</u>	Agency: WVSDB Procurement Officer Submitting Requisition: Tabitha J Crist Requisition No. CCT DBS 22 001 PF No.: 858601
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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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

