



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: 08-23-2022

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 ADJ2100000008 5	Procurement Folder:	748462
Document Name:	RTI Roof & Exterior Door Design-Camp Dawson	Reason for Modification:	Change Order No 1- To extend the contract time per the attached documentation.
Document Description:	Change Order No. 1- To extend contract time only		
Procurement Type:	Central Purchase Order		
Buyer Name:	Tara Lyle		
Telephone:	(304) 558-2544		
Email:	tara.l.lyle@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-08-11
Free on Board:		Effective End Date:	2023-08-11

VENDOR		DEPARTMENT CONTACT																			
Vendor Customer Code:	000000206059	Requestor Name:	Charles A Bowman																		
ZMM INC		Requestor Phone:	(304) 561-6654																		
222 LEE ST W		Requestor Email:	charles.a.bowman26.nfg@army.mil																		
CHARLESTON	WV 25302	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																			
US																					
Vendor Contact Phone:	304-342-0159 Extension:																				
Discount Details:																					
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#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD KINGWOOD WV 26537-1077 US

Total Order Amount:	\$150,000.00
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Purchasing Division's File Copy

ENTERED

Tara Lyle
8/24/2022

8/25/2022

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara Lyle 8/24/2022</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>8/25/2022</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

CHANGE ORDER NO. 1

To extend the original contract according to all terms, conditions, prices and specifications contained in the original contract and all authorized change orders per the attached documentation.

No change in contract total. Effective date of change: 04/13/2022

Effective date of extension 08/11/2021 through 08/11/2023

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	81101508	0.00000		0.000000	150000.00
Service From	Service To	Manufacturer	Model No		
2020-08-11	2023-08-11				

Commodity Line Description: RTI Roof & Exterior Door Design-Camp Dawson

Extended Description:

Provide professional architectural and engineering design services per the attached documentation.



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

NGWV-FMO

23 August 2022

TO: Ms. Tara Lyle, Buyer Supervisor
West Virginia Division of Purchasing

FROM: Mr. Dean Wingerd, Procurement Analyst
Office of the Adjutant General, State of West Virginia

RE: Change Order Justification
CPO-ADJ2100000008
CO#1 RTI Roof & Exterior Door Design- Camp Dawson
ZMM, Inc.

This change order request for the project noted above is to extend the contract time until August 11, 2023. The letter dated April 13, 2022, from the Architect reflects this request for an extension to the contract and is attached to this submission. Also included is a letter from our Project Manager further explaining the request for an extension. This change order request is necessary to allow for the Type-C construction phase services to be completed, this extension will allow for completion of the construction work which is in process now, and to allow for the final invoice payment. This request is late because of staff illness, a Purchasing Division inspection, the end of the state fiscal year, staff vacations and staff workload.

Per this justification, we respectfully request the approval of Change Order #1 as submitted.

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


Dean Wingerd
Procurement Analyst
WV Military Authority
Construction & Facilities Management Office

*Extension
and feedback
copy
JF*



DEPARTMENT OF THE ARMY
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGWW-FMO-TSB

15 April 2022

SUBJECT: Agency Justification letter for Change Order #1 (CPO-ADJ2100000008) -
Camp Dawson RTI Roof and Door Design

ATTN: Ms. Tara Lyle
West Virginia Department of Administration
Purchasing Division
PO Box 50130
Charleston, WV 25305-0130

Ms. Lyle

1. Please find the following change order packet for the subject contract. This change order is to extend the Roof and Door design for the RTI on the Camp Dawson training facility, near Kingwood WV. A description of the services is provided below.
2. The West Virginia Army National Guard requests a courtesy call if there are any problems associated with the attached change order to have an opportunity to address any issues in a timely manner.
3. Itemized Changes:
 - **Item #1 Time Extension**
 - Description of Work: Adjust the contract period for an extension of 730 days

Justification for Change:

- a. The contract documents were originally created with a one-year (365 day) period with the intent to execute the construction immediately after design completion. Due to priority changes, other projects were executed with the funding available. The design contract contains Type-C Design services for the Architect to review the construction and provide quality control. The contract requires extension for ZMM Architects and Engineers to provide these services.

NGWW-FMO-TSB

SUBJECT: Agency Justification letter for Change Order #1 (CPO-ADJ2100000008) -
Camp Dawson RTI Roof and Door Design

- b. Recommendation: The time extension request is fair and reasonable.

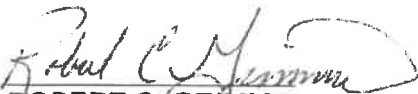
4. Accounting Summary

- o There will be no cost change associated with this change order.

5. If you have any questions or concerns, the point of contact for this action is Mr. Robert Grimm, 304-791-4959, Robert.C.Grimm11.nfg@army.mil.

Sincerely:

Concurrence:



ROBERT C. GRIMM
NGWW-FMO-TSB
Project Manager



MAJ JONATHAN B. JUDY
NGWW-FMO-TSB
Branch Chief

April 13, 2022

Mr. Jonathan Neal
Deputy Branch Chief – Training Site Branch
1001 Army Road
Kingwood, WV 26537

**Subject: Change Order Request #1 (CPO-ADJ210000008) - Camp Dawson RTI
Roof and Door Design**



Mr. Neal:

The purpose of this correspondence is to request an extension of our current contract to complete the construction phase services (Type C) identified in the agreement. The Type-C services are required for the Architect to review the construction and provide quality control. After reviewing the date of expiration for the current contract, as well as reviewing the construction and warranty phase schedule, ZMM respectfully requests a contract extension of 730 days. Please note that there is no cost implication associated with this time extension request.

Please let me know if you have any questions or concerns about this request. We appreciate the opportunity to assist you with the Camp Dawson RTO Roof and Door Design project and look forward to continuing our work for the West Virginia Army National Guard. Please let me know if you have any questions or concerns regarding the proposed Change Order Request.

Respectfully submitted,
ZMM Architects and Engineers

A handwritten signature in black ink, appearing to read 'A. R. Krason', written over a horizontal line.

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