

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

# State of West Virginia Contract

Order Date: 12-06-2022

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:	CCT 0211 4006 GSD1800000008 8	Procurement Folder:	438110	
Document Name:	EOI: Building Six Interior Renovations	Reason for Modification:		
Document Description:	EOI: Building Six Interior Renovations	Change Order No. 5 To decrease the contract.		
Procurement Type:	Central Contract - Fixed Amt			
Buyer Name:	Melissa Pettrey			
Telephone:	(304) 558-0094			
Email:	melissa.k.pettrey@wv.gov			
Shipping Method:	Best Way	Effective Start Date: 2018-0		
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-06-30	

**VENDOR DEPARTMENT CONTACT Vendor Customer Code:** 000000206059 **Requestor Name:** Micheal Q Evans ZMM INC (304) 957-7145 Requestor Phone: 222 LEE ST W Requestor Email: micheal.q.evans@wv.gov CHARLESTON WV

US

25302

**Vendor Contact Phone:** 

304-342-0159

Extension:

ILE LOCATION

#### **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		
DEPARTMENT OF ADMINISTRATIO	N	DEPARTMENT OF ADMINISTRA GENERAL SERVICES DIVISION			
103 MICHIGAN AVENUE		1900 KANAWHA BLVD E			
CHARLESTON	WV 25305	CHARLESTON	WV 25305		
US		US			

Purchasing Division's File Copy

**Total Order Amount:** 

\$810,000.00

Date Printed: Dec 6, 2022

ATTORNEY GENERAL APPROVAL AS TO FORM

**ENCUMBRANCE CERTIFICATION** 

ELECTRONIC SIGNATURE ON FILE

Order Number:

**ELECTRONIC SIGNATURE ON FILE** 

**ELECTRONIC SIGNATURE ON FILE** 

DATE:

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FORM ID: WV-PRC-CCT-002 2020/05

## **Extended Description:**

## Change Order 5

Change Order No. 5 is issued to decrease the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract lump sum fee is decreased as defined in the attached documentation.

Original Contract Price: \$787,500.00
Change Order No. 1 NTP: \$ N/A
Change Order No. 2 Renewal: \$ N/A
Change Order No. 3 Increase: \$150,000.00
Change Order No. 4 Renewal: \$ N/A
Change Order No. 5 Decrease: \$(127,500.00)

Contract New Total:

\$810,000.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$787,500.00
Service From	Service To	Manufacturer		Model No	
2018-07-01	2022-06-30				

Commodity Line Description:

EOI: Building Six Interior Renovations

#### **Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$22,500.00
Service From	Service To	Manufacturer		Model No	
2018-07-01	2022-06-30				

**Commodity Line Description:** 

Change Order 3 - Design & Construction 2nd & 3rd floors

**Extended Description:** 

 Date Printed:
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# STATE OF WEST VIRGINIA DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION

GENERAL SERVICES DIVISION State Capitol Charleston, West Virginia 25305

Mark D. Scott Cabinet Secretary



William D. Barry Director

# MEMORANDUM

To: Melissa Pettrey, Senior Buyer, State Purchasing Division

From: Cody Taylor, Procurement Specialist, General Services Division

Date: December 5, 2022

Ref: CCT GSD1800000008 EOI: Building Six Interior Renovations, Change Order #5 Justification

## Melissa:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #5 to decrease CCT 0211 GSD1800000008, with ZMM Inc., for the EOI: Building Six Interior Renovations Project, in the amount of \$127,500.00, to a new contract total of \$810,000.00 per the attached documentation and the explanation given below.

We are requesting a decrease of \$127,500.00. Change Order 3 had included an increase for potential design work for the second and third floors of Building 6 to be renovated in anticipation of the WV Treasurer's Office potentially moving into that space. During the time that Change Order 3 was being processed, the decision was made that this move would not occur and the designs were never fully implemented. During the discussions, ZMM had expended \$22,500.00 towards potential designs. Once it was determined that the move would not occur, ZMM dispensed with additional designs. The Agency had failed to recognize that we needed to perform a deductive change order until after the project had reached its conclusion.

Change Order #5 is an overall net deduct of \$127,500.00, and in closing will effectively end the contract with ZMM Inc. upon final payment for services rendered.

The Agency made the determination that these changes were warranted and approves the contract to be increased as detailed below:

Original Contract Amount = \$787,500.00

Change Order #1 (NTP) = N/A Change Order #2 Renewal = N/A

Change Order #3 Increase = \$150,000.00

Change Order #4 Renewal = N/A

Change Order #5 Decrease = (\$127,500.00) Revised Contract Amount = \$810,000.00 If you have any questions or need additional information, please contract me via email at Cody.G.Taylor@wv.gov or by phone at (304) 352-5531

Telephone: (304) 558-2317

E.E.O./AFFIRMATIVE ACTION EMPLOYER

Fax (304) 558-2334

December 5, 2022

Mr. Robert P. Kilpatrick, Deputy Director WV Department of Administration, General Services Division 218 California Avenue, 2nd Floor Charleston, WV 25305

RE: Contract Modification/Closeout - GSD1800000008



Mr. Kilpatrick:

Thank you for the opportunity to assist with the improvements to State Office Building 6. ZMM Architects and Engineers has completed all services for the project. Please reduce CCT 0211 GSD180000008, in the amount of one hundred twenty-seven thousand five-hundred dollars (\$127,500.00), to close out the remaining portion of the contract. Invoices for all services to be performed under this contract have been paid in full.

Please let me know if you have any questions or concerns regarding the proposed modification.

Respectfully submitted, **ZMM Architects and Engineers** 

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

Principal