



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: 12-16-2022

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 ADJ1900000006 7	Procurement Folder: 481522
Document Name: Camp Dawson Underground Utilities Design	Reason for Modification: CHANGE ORDER NO. 1- To reduce contract amount and close contract per the attached documentation.
Document Description: CHANGE ORDER NO. 1-To reduce contract amount and close	
Procurement Type: Central Purchase Order	
Buyer Name: Stephanie L Gale	
Telephone: (304) 558-8801	
Email: stephanie.l.gale@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2018-09-13
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2022-09-17

VENDOR	DEPARTMENT CONTACT															
Vendor Customer Code: 000000206059 ZMM INC 222 LEE ST W CHARLESTON WV 25302 US Vendor Contact Phone: 304-342-0159 Extension:	Requestor Name: Charles A Bowman Requestor Phone: (304) 561-6654 Requestor Email: charles.a.bowman26.nfg@army.mil															
Discount Details:	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1 No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2 Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3 Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4 Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1 No	0.0000	0	#2 Not Entered			#3 Not Entered			#4 Not Entered		
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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:	\$418,250.00
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Stephanie L Gale
12/20/2022

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>12/19/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>12/22/2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>12/22/2022</i> ELECTRONIC SIGNATURE ON FILE
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12/22/2022

Extended Description:

CHANGE ORDER NO. 1- TO REDUCE FINAL CONTRACT AMOUNT BY \$81,750.00 AND CLOSEOUT CONTRACT PER THE ATTACHED DOCUMENTATION, ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

EFFECTIVE DATE OF CHANGE: APRIL 26, 2022.

Original Contract Price: \$500,000.00
Change Order No. 1 Reduce & Close: \$81,750.00
Contract New Total: \$418,250.00

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	418250.00
Service From	Service To	Manufacturer	Model No		
2018-09-13	2022-09-17				

Commodity Line Description: Camp Dawson Underground Utilities

Extended Description:

Professional engineering design services to develop construction documents to provide for Camp Dawson Underground Utilities Design , located at Camp Dawson, near Kingwood, WV, 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

NGWW-FMO

16 December 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-ADJ1900000006
CO#1 Camp Dawson Underground Utilities Design
ZMM, Inc.

This change order request for the design contract for the Camp Dawson Underground Utilities Design project, CPO-ADJ1900000006 is complete and requires a deductive change order, to reduce the final contract amount and to close out the contract per the details provided in the attached letter, dated April 26, 2022, from the vendor. We need to complete this process now so that the Federal money in the contract can be reconciled and the Federal fiscal year books for that year can be closed. This change order request is late because of, state fiscal year end, a Purchasing Division inspection, staff vacations, federal fiscal year end, the state Purchasing conference for staff training, staff illness, and because of 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

*Dean
and Backlund
approved*



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

NGWV-FMO-TSB

27 April 2022

SUBJECT: Agency Justification letter for Change Order #1 (CPO-ADJ1900000006) -
Camp Dawson Underground Utilities 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 for contract deduction and closeout of the Underground Utilities design 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 Deduction of Design Services**
 - Description of Work: Deduct from the Type-B Services in the contract for closeout.

Justification for Change:

- a. The Underground Utilities Design is an FY 19 contract that needs to be closed out. The WVARNG has discussed with ZMM Architects and Engineers and decided that closeout at the current product is the best method of handling this contract.
- b. Recommendation: The cost changes documented in this change order request are fair and reasonable.

NGWV-FMO-TSB
SUBJECT: Agency Justification letter for Change Order #1 (CPO-ADJ1900000006) -
Camp Dawson Underground Utilities Design

4 Accounting Summary

<u>CONSOLIDATED PRICING OF CHANGE ORDER</u>		
<u>Description</u>	<u>Federal Funds</u>	<u>State Funds</u>
Item #1: Deduction of Design Services	(\$81,750.00)	\$0
Total:	(\$81,750.00)	\$0

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
NGWV-FMO-TSB
Project Manager


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

April 26, 2022

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



Subject: Contract Modification Request #1 (CPO-ADJ1900000006) - Camp Dawson Underground Utilities

Mr. Neal:

The purpose of this correspondence is to request a modification to our current agreement for the Camp Dawson Underground Utilities project. ZMM's original agreement was for five hundred thousand dollars (\$500,000.00) to provide investigative, planning, and design services for the project. To date ZMM Architects and Engineers has billed four hundred and eighteen thousand two hundred and fifty dollars (\$418,250.00) for the investigative and planning portion of the work and mapping. ZMM requests a contract modification to eliminate the remaining design portion of the project. This will result in a fee deduction of eighty-one thousand seven hundred and fifty dollars (\$81,750.00).

Upon approval of this contract modification request, all work on the project will be complete. Additionally, ZMM will have been paid all fees due for the investigative and planning portions of the project, and no additional fees will be due to ZMM Architects and Engineers.

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 Underground Utilities 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 Contract Modification 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