



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 ADJ190000010 8	Procurement Folder:	481151
Document Name:	Camp Dawson Security Lighting-Mailroom (Design)	Reason for Modification: CHANGE ORDER NO. 1- To reduce contract amount and close contract per the attached documentation.	
Document Description:	Camp Dawson Security Lighting-Mailroom (Design)		
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:	2018-09-12
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-09-16

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		
US			
Vendor Contact Phone:	304-342-0159		
Discount Details:			
Discount Allowed	Discount Percentage	Discount Days	
#1 No	0.0000	0	
#2 Not Entered			
#3 Not Entered			
#4 Not Entered			

23
 FILE LOCATION _____

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

Stephanie L Gale
 12/20/2022

Total Order Amount: \$237,500.00

Purchasing Division's File Copy

ENTERED

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

Extended Description:

CHANGE ORDER NO. 1- TO REDUCE FINAL CONTRACT AMOUNT BY \$12,500.00 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: MARCH 21, 2022.

Original Contract Price: \$250,000.00
Change Order No. 1 Reduce & Close: \$(12,500.00)
Contract New Total: \$237,500.00

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	237500.00
Service From	Service To	Manufacturer	Model No		
2018-09-12	2022-09-16				

Commodity Line Description: Security Lighting & Mailroom (Design) Camp Dawson

Extended Description:

Professional engineering design services to develop construction documents to provide for Security Lighting and Mailroom 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

NGWV-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-ADJ1900000010
CO#1 Camp Dawson Security Lighting-Mailroom Design
ZMM, Inc.

This change order request for the design contract for the Camp Dawson Security Lighting-Mailroom Design project, CPO-ADJ1900000010 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 May 27, 2021, from the vendor. The FMO Procurement office was not notified of this request until March 21, 2022, when we received a letter from the Project Manager at Camp Dawson, see it attached. 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

Decrease
and backdate
appd
HW

May 27, 2021

Jonathan Neal, Deputy Branch Chief
Training Site Branch
WVARNG - CFMO
1703 Coonskin Drive
Charleston, WV 25311

**RE: Camp Dawson Mailroom Lighting – Contract Modification Request
CEOI ADJ1900000010**



Mr. Neal:

ZMM Architects and Engineers requests a contract modification to remove the bidding phase services from our Agreement for the Camp Dawson Mailroom project. This would deduct twelve thousand five hundred dollars (\$12,500.00) from our contract. All other services have been completed, and ZMM has been fully compensated for our efforts.

Thank you in advance for your prompt review of this request. ZMM Architects and Engineers appreciates the opportunity to continue to provide professional design services to the West Virginia Army National Guard and looks forward to working together on future projects.

Please feel free to call if you have any questions or concerns.

Respectfully submitted,
ZMM Architects and Engineers

A handwritten signature in black ink, appearing to read 'A. R. Krason', with a horizontal line extending to the right.

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



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

NGWW-FMO-TSB

21 March 2022

SUBJECT: Agency Justification letter for Change Order | (CPO-ADJ1900000010) -
Camp Dawson Security Lighting-Mailroom (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 remove bidding services from the contract, and deduct the associated fees.
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 Remove Bidding Services**

- Description of Work: Remove Bidding Services from Contract.

Justification for Change:

- a. The West Virginia Army National Guard (WVARNG), Construction and Facilities Management Office (CFMO), construction priorities and funding has changed. WVARNG leadership has decided to postpone the construction of this project to a future date; therefore bid services are no longer required.
- b. Recommendation: ZMM Architects and Engineers has provided a proposal for a deduction of \$12,500.00. The WVARNG agrees that this is a fair and reasonable cost, and recommends this change be approved.

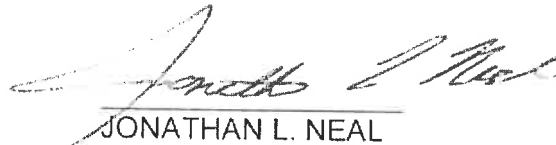
- Cost: (\$12,500.00)
- Funding 100% Federal

4. Accounting Summary

CONSOLIDATED PRICING OF CHANGE ORDER		
<u>Description</u>	<u>Federal Funds</u>	<u>State Funds</u>
Item #1: Remove Bid Services	(\$12,500.00)	\$0
Total:	(\$12,500.00)	\$0

5. If you have any questions or concerns, the point of contact for this action is Mr. Jonathan Neal, 304-550-1482, Jonathan.L.Neal.nfg@mail.mil

Respectfully:



JONATHAN L. NEAL
NGWV-FMO-TSB
Deputy Branch Chief