



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

State of West Virginia
Contract

Order Date: 03-26-2024

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 4003 GSD2200000013 5	Procurement Folder:	1017124
Document Name:	EOI: Building 3 Hydronic Boiler System Upgrade Project	Reason for Modification:	Change Order No. 1 - Administrative change order to change the contract end date on the commodity line.
Document Description:	EOI: Building 3 Hydronic Boiler System Upgrade Project		
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:	2022-06-14
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000208495 ZDS LIMITED LIABILITY COMPANY 135 CORPORATE CENTER DR STE 532 SCOTT DEPOT WV 25560 US Vendor Contact Phone: 304-755-0075 Extension:	Requestor Name: Patrick S O'Neill Requestor Phone: 304-352-5492 Requestor Email: patrick.s.oneill@wv.gov																				
Discount Details: <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>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			<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>
	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 ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 3 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

4-1-24 6L

Total Order Amount:	\$323,433.00
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Purchasing Division's File Copy

MXP 03/29/2024

PURCHASING DIVISION AUTHORIZATION DATE: Tarafe 4/1/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: John S. Gray ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: Dan Day 4-4-24 ELECTRONIC SIGNATURE ON FILE
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4/2/2024

Extended Description:

Change Order

Change Order No. 1 - Administrative change order to change the end date on Commodity Line 1 from 01/21/2024 to 02/11/2025 to match the expected end date of the construction contract , CPO GSD2300000018. The end date for the contract remains open to allow supervision of the construction project.

Effective date of change March 7, 2025.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101600	0.00000		0.000000	\$323,433.00
Service From	Service To	Manufacturer	Model No		
2022-06-14	2025-02-11				

Commodity Line Description: EOI: Building 3 Hydronic Boiler System Upgrade Project

Extended Description:



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

John K. McHugh
Director

March 7, 2024

ZDS Limited Liability Company
135 Corporate Center Dr. Ste. 532
Scott Depot, WV 25560

Ref: CCT GSD2200000013 EOI – Bldg. 3 Hydronic Boiler System Upgrade Project

Todd,

Per the additional Terms and Conditions applied, resulting from pending changes to the WV General Terms and Conditions, at the time of awarding the subject contract, we agreed that the contract would be active to the completion of the resulting construction contract. The current “end date” on the construction contract is scheduled for February 11, 2025. I am needing to issue a change order to the subject contract in order to extend the end date on the commodity line to this date. Please sign this letter indicating your agreement to this extension.

Thank you,

James R. Jones

Todd A. Zachwieja

Name

Principal, CEO

Title

Signature



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

John K. McHugh
Director

*extension
app'd JJK
(to match expected
end date of
construction contract)*

March 7, 2024

ZDS Limited Liability Company
135 Corporate Center Dr. Ste. 532
Scott Depot, WV 25560

Ref: CCT GSD2200000013 EOI – Bldg. 3 Hydronic Boiler System Upgrade Project

Melissa,

Please let this letter serve as justification for the referenced change order request. This contract was let during the change of the terms and conditions that made construction administration open until the end of the construction contract (as approved by the vendor in an attached document). The contract was let with an end date (on the commodity line only), which is causing issues with processing payments. This change order will extend that end date to match the current end date on the construction contract (CPO GSD2300000018).

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at (304) 352-5517, or e-mail at James.R.Jones@wv.gov.

Sincerely,

James R Jones

James (Jamie) R. Jones, Procurement Administrator

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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.

ZDS LIMITED LIABILITY COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	8/8/1994		8/8/1994	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock
Charter County	Putnam	Control Number	0
Charter State	WV	Excess Acres	
At Will Term	T	Member Managed	MBR
At Will Term Years	30	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Designated Office Address	135 CORPORATE CENTER DRIVE SUITE 532 SCOTT DEPOT, WV, 25560
Mailing Address	135 CORPORATE CENTER DRIVE SUITE 532 SCOTT DEPOT, WV, 25560 USA
Notice of Process Address	LORI ZACHWIEJA 135 CORPORATE CENTER DRIVE SUITE 532 SCOTT DEPOT, WV, 25560
Principal Office Address	135 CORPORATE CENTER DRIVE SUITE 532 SCOTT DEPOT, WV, 25560 USA
Type	Address

Officers

Type	Name/Address
Member	LORI ZACHWIEJA 1072 CRESTMONT ROAD HURRICANE, WV, 25526
Member	TED A. ZACHWIEJA 1072 CRESTMONT ROAD HURRICANE, WV, 25526
Member	TED A. ZACHWIEJA,III 1055 CRESTMONT ROAD HURRICANE, WV, 25526
Organizer	TED A. ZACHWIEJA 102 SMILEY DR SAINT ALBANS, WV, 25177 USA
Organizer	SANDRA L ZACHWIEJA 102 SMILEY DRIVE SAINT ALBANS, WV, 25177 USA
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
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ZACHWIEJA FINE ART	TRADENAME	11/6/2002	
ZDS	TRADENAME	10/11/1994	
ZDS DESIGN/CONSULTING SERVICES	TRADENAME	1/30/1995	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
5/19/2023	B4WV Other Change: Change from term LLC to at will LLC
Date	Amendment

Annual Reports
Filed For
2023
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, March 26, 2024 — 4:47 PM

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Simple Search

Search Editor

Any Words 

All Words 

Exact Phrase 

e.g. 123456789, Smith Corp

"zds limited liability company" 

Entity 

Location 

Status 

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Reset 



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

Go back

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>3/22/2024</u> Solicitation No. _____ <div style="text-align: center; font-size: 2em; color: blue;">C/O 1</div>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. _____ PF No.: 1017124
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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				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: _____

Tarah