



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: 03-20-2024

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:	CPO 0603 0603 ADJ1900000009 10	Procurement Folder:	481152
Document Name:	Building 301 Renovation (Design) Camp Dawson	Reason for Modification:	Change Order No 2- To extend the contract time per the attached documentation.
Document Description:	Change Order No. 2- To extend contract time only		
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:	2023-09-16

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				<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
Vendor Contact Phone:	304-342-0159	Extension:					
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
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: \$132,500.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>4-4-24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>4/5/2024</i> ELECTRONIC SIGNATURE ON FILE <i>John S. Gray</i>	ENCUMBRANCE CERTIFICATION DATE: <i>4-5-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:
CHANGE ORDER NO. 2

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: 08/24/2023

Effective date of extension 09/17/2022 through 09/16/2023

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	100000.00
Service From	Service To	Manufacturer		Model No	
2018-09-12	2023-09-16				

Commodity Line Description: Building 301 Renovation (Design) Camp Dawson

Extended Description:

Professional engineering design services to develop construction documents to provide for Building 301 Renovation Design , located at Camp Dawson, near Kingwood, WV, per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	32500.00
Service From	Service To	Manufacturer		Model No	
2020-10-30	2023-09-16				

Commodity Line Description: CHANGE ORDER NO.1-To increase contract amount

Extended Description:

Change Order No.1- To increase contract amount to include Type C Services (Bidding and Construction) per the attached documentation.

July 7, 2023

Mr. Phillip Cantrell, Project Manager
WVARNG-CFMO
Training Site Branch
1001 Army Road
Kingwood, WV 26537



**Subject: Contract Modification for the Camp Dawson Building 301 Renovation
(CEOI ADJ1900000003)**

Mr. Cantrell:

ZMM requests a contract modification (CM) for the Camp Dawson Building 301 Renovation to extend the Agreement for one (1) year to allow for the completion of the procurement and construction phases of the project. ZMM understands that the current contract expired on 09/16/22. We request an extension from 09/17/22 to 09/16/23. There is no additional cost or fee requested with this modification.

Thank you again for providing ZMM with the opportunity to assist with the Camp Dawson Building 301 Renovation project. We look forward to continuing to collaborate with the WVARNG on this effort. Please let me know if you have any questions or concerns regarding the proposed contract modification.

Respectfully submitted,
ZMM Architects and Engineers

A handwritten signature in black ink, appearing to read 'A. R. Krason', followed by 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

NGWV-FMO-TSB

24 AUG 2023

SUBJECT: Agency Justification letter for Change Order #2 (CPO-ADJ1900000009) -
Camp Dawson Building 301 Renovation 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 address identified need for time extension during the building 301 Renovation 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 Time Extension**

- Description of Work: Contract Time Extension

Justification for Change:

- a. ZMM Architects and Engineers provided Type C construction administration services throughout the project. One of the items for these services was to perform a 11-month warranty walkthrough. Due to the 11-month period of construction completion to walkthrough, the contract period has ended. ZMM is requesting a one-year extension to allow for completion of services. This is a no cost time extension.

b. Recommendation: The additional time requested 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. Phillip Cantrell, 304-550-2791, Phillip.J.Cantrell2.nfg@army.mil.

Sincerely,


PHILLIP J. CANTRELL
NGWW-FMO-TSB
Project Manager



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

EXTENSION APPROVED
TO ALLOW FOR CONTRACT
CLOSE OUT
L. W. Wingerd
3/26/24

NGWW-FMO

20 March 2024

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-ADJ1900000009
CO#2 Building 301 Renovation (Design) Camp Dawson
ZMM, Inc.

This change order request for the project noted above is to extend the contract time until September 16, 2023. The letter dated July 7, 2023, from the architect reflects this request for an extension to the contract and is attached to this submission. This change order request time extension will allow for completion of the procurement and construction phases of the project and to allow for the final invoice payment. This request is late because of staff illness and vacations, end of Federal fiscal year, the state Purchasing conference, the Christmas holidays and staff workload.

Per this justification, we respectfully request the approval of Change Order #2 as submitted.

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

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

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>3/25/24</u> Solicitation No. <u>CPO ADJ19*09</u>	Agency: Adjutant Generals Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO-ADJ19*09 Change Order #2- Time extension only PF No.: 481152
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wVOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wVOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____



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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.

ZMM, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	10/27/1987		10/27/1987	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 2000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0 × Close
At Will Term	<div style="border: 1px solid gray; padding: 5px;"> <p>I Hi, I'm SOLO I'm here to help you launch your new LLC.</p> <p>N</p> <p>P</p> </div>		
At Will Term Years			
Authorized Shares	2000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	222 LEE STREET WEST CHARLESTON, WV, 25302
Mailing Address	222 LEE STREET WEST CHARLESTON, WV, 25302 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	222 LEE STREET WEST CHARLESTON, WV, 25302 USA
Type	Address

Officers	
Type	Name/Address
Director	ROBERT DOEFFINGER 222 LEE STREET WEST CHARLESTON, WV, 25302
Director	DAVID FERGUSON 222 LEE STREET WEST CHARLESTON, WV, 25302
President	ROBERT C. DOEFFINGER 222 LEE STREET WEST CHARLESTON, WV, 25302
Secretary	DAVID FERGUSON 222 LEE STREET WEST CHARLESTON, WV, 25302
Treasurer	DAVID FERGUSON 222 LEE STREET WEST CHARLESTON, WV, 25302
Vice-President	ADAM R KRASON 222 LEE STREET W CHARLESTON, WV, 25302
Type	Name/Address

× Close

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DBA			
DBA Name	Description	Effective Date	Termination Date
ZMM ARCHITECTS AND ENGINEERS	TRADENAME	12/17/2018	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
6/30/2003	AMENDMENT FILED RESTATING ARTICLES OF INCORPORATION
4/4/1989	MERGER; MERGING ZANDO, MARTIN & MILSTEAD, INC., A QUAL WV CORP, WITH AND INTO ZMM, INC., A QUAL WV CORP, THE SURVIVOR.
Date	Amendment

Annual Reports	
Filed For	
2023	
2022	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, April 2, 2024 — 8:55 AM

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Mar 1, 2024



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