



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

State of West Virginia
Contract

Order Date: 06-03-2024

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 0939 0939 CFA1800000001 9	Procurement Folder:	458655
Document Name:	Water Infiltration Project	Reason for Modification:	Change Order 1 Change Order 1 is issued to reduce the unused balance per the attached documentation.
Document Description:	Water Infiltration Project		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Larry D McDonnell		
Telephone:	304-558-2063		
Email:	larry.d.mcdonnell@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2018-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2019-06-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000206059	Requestor Name:	Shelly Murray
ZMM INC		Requestor Phone:	304-558-5435
222 LEE ST W		Requestor Email:	shelly.murray@wvcfia.com
CHARLESTON	WV 25302		
US			
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		

24
 FILE LOCATION _____

INVOICE TO	SHIP TO
EXECUTIVE DIRECTOR 304-558-5435 COURTHOUSE FACILITIES 2003 QUARRIER ST CHARLESTON WV 25311 US	EXECUTIVE DIRECTOR 3045585435 COURTHOUSE FACILITIES 2003 QUARRIER ST CHARLESTON WV 25311 US

6-4-24 6L

Total Order Amount: \$4,500.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya 6/3/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: ELECTRONIC SIGNATURE ON FILE
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4/18/2024

Extended Description:

Change Order 1

Change Order 1 is issued to reduce the unused balance on the contract from \$5,000.00 to \$4,500.00 per the attached documentation.

Original contract: \$5,000.00
Change Order 1 Decrease: \$500.00
New Contract Total: \$4,500.00

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	\$4,500.00
Service From	Service To	Manufacturer	Model No		
2018-07-01	2019-06-30				

Commodity Line Description: Professional Engineering Services

Extended Description:



WEST VIRGINIA
 COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY
 2003 QUARRIER STREET
 CHARLESTON, WV 25311

L. D. EGNOR
 CHAIRMAN EMERITUS

JOSEPH M. ALONGI
 CHAIRMAN

May 28, 2024
 Via Electronic Communication

Ms. Mandy Bowles
 ZMM Inc
 222 Lee Street
 Charleston, WV 25302

Subject: CCT CFA18*01 Water Infiltration Project - Contract Close Out

Dear Ms. Bowles:

The WV Courthouse Facilities Improvement Authority is requesting your approval/affirmation to process a change order that is administrative in nature. Please review your records and indicate if there are any remaining funds outstanding on the above referenced document. If nothing is outstanding, please sign below and return.

To reduce the unused balance on centralized delivery order from \$5,000.00 to \$4,500.00.

Original contract: \$5,000.00
 Change Order 1 Decrease \$500.00
 New Contract Total: \$4,500.00

Sincerely,

Shelly L. Murray
 Executive Director

I/We agree that there are no outstanding items or payments due by the WVCFA for this project.

Name/Signature

5/29/2024
 Date

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Business Organization Detail

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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 Servies - Professional, Scientific and Technical Servies - 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
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
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

DBA			
DBA Name	Description	Effective Date	Termination
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

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2019

2018

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2015

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2013

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2011

2010

2009

2008

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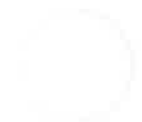
Date filed

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

Monday, June 3, 2024 — 1:22 PM

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Exact Phrase 

e.g. 123456789, Smith Corp

"ZMM INC" ×

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Exclusion Type ∧

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- Ineligible (Proceedings Complete)
- Prohibition/Restriction
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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>6/03/24</u> Solicitation No. <u>CCT CFA18*01 c/p1</u>	Agency: WV Courthouse Facilities Improvement Authority Procurement Officer Submitting Requisition: Shelly Murray Requisition No. CCT CFA18*01 PF No.: 450655
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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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 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: 