



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

State of West Virginia Contract

Order Date: 02-10-2025

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 4004 GSD2100000001 7	Procurement Folder:	727647
Document Name:	EOI: Third Party Peer Review Building Four	Reason for Modification:	Change Order 4 To extend the Contract
Document Description:	EOI: Third Party Peer Review Building Four		
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:	2020-12-11
Free on Board:		Effective End Date:	2025-06-08

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: Discount Details: <table><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			Requestor Name: Robert P Kilpatrick Requestor Phone: 304-352-5491 Requestor Email: robert.p.kilpatrick@wv.gov 2025 FILE LOCATION _____
	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 4 112 CALIFORNIA AVE CHARLESTON WV 25305 US

CR 2-18-25

Total Order Amount:	\$391,340.00
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Purchasing Division's File Copy

2/21/25

PURCHASING DIVISION AUTHORIZATION DATE: 2/18/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 2/18/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 2-18-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 4 is issued to extend the original contract to June 8,2025 according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to complete the project only.

Effective date of change: February 4, 2025.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$188,900.00
Service From	Service To	Manufacturer		Model No	
2020-12-11	2025-06-08				

Commodity Line Description: EOI: Third Party Peer Review Building Four - Task 1

Extended Description:

EOI: Third Party Peer Review Building Four - Task 1 Design Phase

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$202,440.00
Service From	Service To	Manufacturer		Model No	
2020-12-11	2025-06-08				

Commodity Line Description: EOI: Third Party Peer Review Building Four - Task 2

Extended Description:

EOI: Third Party Peer Review Building Four - Task 2 Construction & Acceptance Phase

February 4, 2025

James R. Jones, Procurement Administer
103 Michigan Avenue
Charleston, WV 25305

REF: CCT GSD2100000001, EOI: Third Party Peer Review Building Four

The above-referenced contract expired on December 10, 2024; however, the project construction is still in progress. Due to delays outside our control, ZDS Limited Liability Company dba ZDS Design/Consulting Services requests that our contract time frame be extended an additional 180 days to complete our work and final invoice. We are offering to continue the contract for the additional time frame under the same pricing, specifications, terms, and conditions as the original contract.

If you agree to extend this contract, please provide a change order for our contract and forward it to us.

If you have any questions, please feel free to contact me.

Sincerely,



Todd A. Zachwieja, P.E., CEM, LEED AP
Principal, Chief Executive Officer

The General Services is in agreement with this request to extend the subject contract. Construction is still on-going, and the "commissioning" activities of this contract cannot be completed at this time.





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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Director

To: Tara Lyle, Buyer Supervisor, WV Purchasing Division
From: Jamie Jones, Procurement Administrator *James R. Jones*
Date: February 4, 2025
RE: CCT GSD2100000001 EOI: Third Party Peer Review Building Four

Please let this letter serve as justification for the request of the extension of the subject contract. There is no additional fees associated with this extension. This contract was entered into to provide the Agency with third-party assistance in the Commissioning of various mechanical systems within the renovation of Building 4. At the time this contract was established we were limited to a one-year contract with three optional one-year renewals. The construction contract for which these services were required has extended beyond the initially expected completion date. The vendor for this contract, ZDS Limited Liability Company, has requested an extension of this contract for 180 days in order to fulfill the services established. The Agency agrees with the need for this extension.

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

Tuesday, February 4, 2025 — 11:54 AM

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Simple Search

Search Editor

☐ Any Words ⁱ

☐ All Words ⁱ

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e.g. 123456789, Smith Corp

"ZDS Limited Liability" ×

Entity ▼

Location ^

Zip Code

e.g. 20001

State / Territory

Select State / Territory ▼

West Virginia ×

City

Select State (Optional) ▼

Select City ▼

Country

Select Country ▼

Status ^

☒ Active

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>2</u> Date: <u>2/14/25</u> Solicitation No. <u>C0#4</u> <u>To extend to 6/15/25</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. <u>CCT GSD21#01 C0#4</u> PF No.: 727647
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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 checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" 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: _____

Tanya