



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

State of West Virginia
Contract

Order Date: 10-17-2025

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 4028 GSD2400000006 2	Procurement Folder:	1274101
Document Name:	EOI: New Consolidated State Laboratory Facility Project	Reason for Modification:	Change Order No. 1 - to increase contract per the attached documentation.
Document Description:	EOI: New Consolidated State Laboratory Facility Project		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Tara Lyle		
Telephone:	(304) 558-2544		
Email:	tara.l.lyle@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-01-10
Free on Board:		Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000206059 ZMM LLC 222 LEE ST W CHARLESTON WV 25302 US Vendor Contact Phone: 304-342-0159 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 2026 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
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

CR 10-20-25

Total Order Amount: \$23,143,439.00

Purchasing Division's File Copy

CH 10/20/25

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara Lyle 10/20/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: <i>10/20/25</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Carolyn</i> DATE: <i>10-22-25</i> ELECTRONIC SIGNATURE ON FILE
--	--	--

Extended Description:
Change Order

Change Order No.1 is issued to increase the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders, per the attached documentation.

Effective date of change 9/22/2025.

Original Contract Price: \$22,940,000.00
Change Order 1 increase: \$ 203,439.00
New Contract Price: \$23,143,439.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$22,940,000.00
Service From	Service To	Manufacturer		Model No	
2024-01-10	2028-01-09				

Commodity Line Description: EOI: New Consolidated State Laboratory Facility Project

Extended Description:
See Attached Pricing.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$203,439.00
Service From	Service To	Manufacturer		Model No	
2024-01-10	2028-01-09				

Commodity Line Description: Change Order 1

Extended Description:
See Attached Pricing.

September 26, 2025

Robert P Kilpatrick, Director
WV Department of Administration, General Services Division
112 California Avenue, 6th Floor
Charleston, WV 25305

**RE: Contract Modification Request for Redesign of the Marshall University
Suite After Issuance of 95% Documents
New Consolidated State Laboratory Facility Project
CEOI GSD2300000002**



Mr. Kilpatrick:

Marshall University has requested the redesign of their portion of the New Consolidated State Laboratory Facility. ZMM Architects and Engineers and our design team member CannonDesign have developed this proposal to implement the requested redesign effort. The proposed scope of services is outlined below:

Scope of Services

Redesign of the Marshall University Suite to include:

- Project Management
- Lab Planning, MEP/FP, Lighting, Technology, and signage/Wayfinding services, as required to implement the new program provided by Marshall University.
- Revisions to Construction Documents, including:
 - Partition Location and Wall Tags
 - Door Locations, Schedule, and Hardware
 - Window Revisions
 - Reflected Ceiling Plans (RCPs), Interior Finishes, Lighting
- Participation in meetings with Marshall University:
 - Kickoff Meeting
 - Progress Review
 - Final Page Turn

Deliverables

Updated construction documents will be provided to General Services Division as a revision to the 95% submission .

Schedule

The redesign effort will be limited to five (5) weeks and be completed by October 31, 2025.

Assumptions/Exclusions

- There will be no changes to the project specifications.
- No structural changes will be required to the design related to this scope change.
- No additional cost estimating will be provided related to the scope change.

Proposed Additional Fee

ZMM Architects and Engineers proposes to provide the services outlined above for a stipulated sum fee, billed monthly based upon progress, of two hundred three thousand four hundred thirty-nine dollars (\$203,439). The fee will include all standard reimbursable expenses such as printing and mileage (travel). A breakdown of the fee is provided below:

CannonDesign Fee (see attached G803-2017)	\$142,100
ZMM Mark-Up (15%)	\$ 21,315
ZMM Fee (see attached spreadsheet)	\$ 40,024
Total	\$203,439

Thank you again for providing the ZMM|CannonDesign team the opportunity to assist the State of West Virginia with the New Consolidated Laboratory Facility project. We look forward to continuing our work with the GSD to bring this project to completion. Please let me know if you have any questions or require additional information.

Respectfully submitted,
ZMM Architects and Engineers



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

Attachment: ZMM Fee Spreadsheet
ZMM Hourly Rates from Agreement
CannonDesign G803-2017 Amendment Number 003

The General Services Division
is in agreement with this increase.



ZMM Architects and Engineers

Manhours and Costs

Redesign of the Marshall University Suite
New Consolidated State Laboratory Facility Project
South Charleston, WV

Item Description	Estimated		
	Units (HR)	Unit Cost (\$)	Total (\$)
<i>Project Management</i>			
Principal	8	200.00	\$ 1,600.00
Senior Architect	24	190.00	\$ 4,560.00
<i>Partition Location and Wall Tag Revisions</i>			
Senior Architect	20	190.00	\$ 3,800.00
Architect	24	158.00	\$ 3,792.00
<i>Door Location, Schedule, and Hardware Changes</i>			
Senior Architect	16	190.00	\$ 3,040.00
Architect	32	158.00	\$ 5,056.00
<i>Window Revisions</i>			
Senior Architect	16	190.00	\$ 3,040.00
Architect	32	158.00	\$ 5,056.00
Senior CAD Technician	24	105.00	\$ 2,520.00
<i>RCP, Finish, and Lighting Revisions</i>			
Interior Design	40	126.00	\$ 5,040.00
Senior CAD Technician	24	105.00	\$ 2,520.00
Total	260		\$ 40,024.00

Exhibit B

Standard Professional Service Rates, Effective September 1, 2023

Description	2024	2025	2026	2027	2028
Project Principal	\$190	\$200	\$210	\$220	\$230
Senior Architect	\$180	\$190	\$200	\$210	\$220
Architect	\$150	\$158	\$165	\$174	\$182
Intern Architect	\$110	\$115	\$120	\$125	\$130
Senior Structural Engineer	\$175	\$185	\$195	\$205	\$215
Structural Engineer	\$130	\$136	\$143	\$150	\$158
Senior Mechanical Engineer	\$175	\$185	\$195	\$205	\$215
Mechanical Engineer	\$165	\$175	\$185	\$195	\$205
Senior Electrical Engineer	\$180	\$190	\$200	\$210	\$220
Electrical Engineer	\$150	\$158	\$165	\$174	\$182
Intern Engineer	\$110	\$115	\$120	\$125	\$130
Senior Civil Engineer	\$180	\$190	\$200	\$210	\$220
Civil Engineer	\$140	\$147	\$154	\$162	\$170
Specification Writer	\$130	\$136	\$143	\$150	\$158
Senior Engineering Technician	\$140	\$147	\$154	\$162	\$170
Engineering Technician	\$120	\$126	\$132	\$140	\$145
Interior Designer	\$120	\$126	\$132	\$140	\$145
Construction Administration	\$130	\$136	\$143	\$150	\$158
Senior CAD Technician	\$100	\$105	\$110	\$115	\$120
CAD Technician	\$90	\$95	\$100	\$105	\$110
Clerical Support	\$90	\$95	\$100	\$105	\$110



10/17/25 - Discussed
w/ FW okg
to proceed
RJ

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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Director

MEMORANDUM

To: Tara Lyle, Buyer Supervisor, State Purchasing Division
From: Jamie Jones, Procurement Administrator, General Services Division *James R Jones*
Date: October 7, 2025
Ref: CO #1 – CCT GSD2400000006 – Consolidated State Laboratory Facility

Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#1) to our contract with ZMM INC (the "Engineer") for Consolidated State Laboratory Facility Project per the documentation attached here and to the Header of the wvOASIS procurement document, we are requesting an increase of \$203,439.00, to cover redesigns as a result of changes requested by Marshall University.

Original Contract Award Amount	=	\$22,940,000.00
Change Order #1 Increase Requested	=	\$ 203,439.00
New Contract Amount	=	\$23,143,439.00

Please make this increase effective as of September 26, 2025.

If you have any questions or need additional information, please contact me via email at James.R.Jones@wv.gov or by phone at (304) 352-5517.

ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

CCT GSD2400000006 EOI: New Consolidated State Laboratory Facility - Change Order No.1

The Accompanying Request has been reviewed and approved by the following:

Agency Head

Eric Householder

Cabinet Secretary/Department Head

10/6/2025

Date

10/7/25

Date

~~Governor's Office Representative~~

~~Date~~

Total Cost:

Current: \$22,940,000.00 Increase: \$203,439.00 New Total: \$23,143,439.00

Award Document Number:

CCT GSD2400000006, Change Order No. 1

Description of Action/Purpose of Procurement

Request for approval to submit Change Order No. 1 to CCT GSD2400000006, the design services contract for the consolidated state laboratory facility. The requested change order is an increase of \$203,439.00, for additional design services due to revisions to the space for Marshall University (as they have experienced a leadership change for their forensics program). The intent remains to bid the Consolidated Laboratory construction package in early November 2025.

You are viewing this page over a secure connection. Click [here](#) for more information.

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.

ZMM LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	10/27/1987		10/27/1987	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term	A	M	Hi, I'm SOLO! I can help you file your Annual Report.
At Will Term Years		Pa	
Authorized Shares		Young Entrepreneur	
			Not Specified

Addresses

Type	Address
Designated Office Address	222 LEE ST W CHARLESTON, WV, 25302
Mailing Address	222 LEE ST W CHARLESTON, WV, 25302
Notice of Process Address	CORPORATION SERVICE COMPANY 808 GREENBRIER ST CHARLESTON, WV, 25311
Principal Office Address	222 LEE STREET WEST CHARLESTON, WV, 25302 USA
Type	Address

Officers

Type	Name/Address
Manager	JAMES JOHNSON 2 CARLTON ST STE 1700 TORONTO, ON, M5B1J3
Organizer	ADAM R KRASON 222 LEE STREET WEST CHARLESTON, WV, 25302
Type	Name/Address

DBA

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

Name Changes

Date	Old Name
2/26/2025	ZMM, INC

Hi, I'm SOLO! I can help you file your Annual Report.

Date	Old Name
------	----------

Date	Amendment
2/28/2025	MEMBER MANAGED TO MANAGER MANAGED CHANGE OF AGENT UPDATED AGENT EMAIL
2/26/2025	CONVERSION NAME CHANGE: FROM ZMM, INC
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

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

2006

2005

Hi, I'm SOLO! I can help
you file your Annual
Report.

2004
2003
2001
2000
1999
Date filed

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

Monday, September 22, 2025 — 2:55 PM

© 2025 State of West Virginia

Hi, I'm SOLO! I can help
you file your Annual
Report.



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02




Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- ☐ Any Words 
- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"ZMM LLC" 

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



Inactive

Reset 

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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



Feedback

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Policies

[Terms of Use](#)

[Privacy Policy](#)

[Restricted Data Use](#)

[Freedom of Information Act](#)

[Accessibility](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

Customer Service

[Help](#)

[Check Entity Status](#)

[Federal Service Desk](#)

[External Resources](#)

[Contact](#)



WARNING

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>10/20/25</u> Solicitation No. <u>CCT GSD 24*06</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 1274101
--	---

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 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: _____

Cristel Hustead