



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: 11-18-2025

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:	CPO 0603 0603 ADJ2100000013 10	Change Order No:	4	Procurement Folder:	713623
Document Name:	EOI- Buckhannon Phase II Addition			Reason for Modification: Change Order No. 4 - To change vendor name & extend contract time per the attached documentation.	
Document Description:	EOI- Buckhannon Phase II Addition				
Procurement Type:	Central Purchase Order				
Buyer Name:	Tara Lyle				
Telephone:	(304) 558-2544				
Email:	tara.l.lyle@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2020-08-31
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-02-28

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: Charles A Bowman Requestor Phone: (304) 561-6654 Requestor Email: charles.a.bowman26.nfg@army.mil 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
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	BUILDING TRADES SPECIALIST BUCKHANNON READINESS CTR 929 BRUSHY FORK RD BUCKHANNON WV 26201-2497 US

CR 11-18-25

Total Order Amount: \$1,175,000.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara Lyle 11/18/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>11/19/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Cody Reek 11-19-25</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 4

Change Order No. 4 - is issued to change the name of the vendor from ZMM, Inc to ZMM LLC, the FEIN number remains unchanged as does the Vendor Registration Number.

To extend the contract time to allow for the completion of the construction phase of the project and document reproduction and Title II, Type C services (bidding and construction phase) agreed to in the original scope of work, according to all terms, conditions, and specifications contained in the original contract including all authorized change orders.

Extend Contract From: 08/31/2025 to 02/28/2026

Effective date of change: 08/30/2025

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	322000.00
Service From	Service To	Manufacturer		Model No	
2020-08-31	2026-02-28				

Commodity Line Description: EOI- Buckhannon Phase II Addition Design**Extended Description:**

EOI- Buckhannon Phase II Addition Design Services per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	186000.00
Service From	Service To	Manufacturer		Model No	
2021-08-19	2026-02-28				

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

Change Order No. 1- To increase contract amount for the 60% Design Phase, which has now been approved and funded by the National Guard Bureau, per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	282000.00
Service From	Service To	Manufacturer		Model No	
2021-12-20	2026-02-28				

Commodity Line Description: CHANGE ORDER NO. 2- To increase contract amount**Extended Description:**

Change Order No. 2- To increase contract amount for the 90% Design Phase, which has now been approved and funded by the National Guard Bureau, per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101508	0.00000		0.000000	385000.00
Service From	Service To	Manufacturer		Model No	
2023-08-31	2026-02-28				

Commodity Line Description: CHANGE ORDER NO. 3- To increase contract amount & extend**Extended Description:**

Change Order No. 3- To extend contract time and to increase contract amount for the document reproduction & Title II, Type C Services phase, which has now been approved and funded by the National Guard Bureau, per the attached documentation.

October 28, 2025

Mr. Paul Richards, Project Manager
WVARNG-CFMO
1703 Coonskin Drive
Charleston, WV 25311

**Subject: Contract Modification #4 for the Buckhannon Readiness Center
Phase II Addition Project
(CEOI ADJ2000000009)**



Mr. Richards:

ZMM Architects and Engineers respectfully requests to change the name of our organization for contract number CPO-ADJ2100000013 Buckhannon Phase II Addition Design from ZMM, Inc. to ZMM LLC. The FEIN and dba (ZMM Architects and Engineers) remain unchanged.

Additionally, ZMM requests that the contract be extended an additional six months from August 30, 2025 to February 28, 2026 to allow for the completion of the construction phase of the project.

Thank you again for providing ZMM with the opportunity to assist with the Buckhannon Readiness Center Phase II Addition 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. Krason', followed by a horizontal line.

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

West Virginia Army National Guard
Construction & Facilities Management Office
1703 Coonskin Drive
Charleston, West Virginia, 25311-1085

FMO-OTR-

28 October 2025

Mrs. Lyle,

Please find the following change order packet for the subject contract (CPOADJ2100000013). This change order is for SIOH services of the Buckhannon Readiness Center Addition / Alteration Readiness Center. The project is located in Buckhannon, West Virginia. A description of the services is provided below.

We request a courtesy call if there are any problems associated with the attached change order so that we may have an opportunity to address the issue in a timely manner. The point of contact for this change order is Paul Richards at (304) 561-6548.

1. Itemized Changes:

a. **Item #1: SIOH Services for the Buckhannon Readiness Center Addition / Alteration**

1. Description of work: SIOH Services of the Buckhannon Readiness Center Addition / Alteration during the construction process.
2. Justification for Change:
 - (a) Facts: The contract expires August 30, 2025. More time is required to complete the project
 - (b) Recommendation: Approve change order to continue SIOH Services for six months until 28 February, 2026.

b. **Item #2: Company name change.**

1. Description of work: Company name needs to be changed to ZMM LLC. Original name was ZMM inc.
2. Justification for Change:

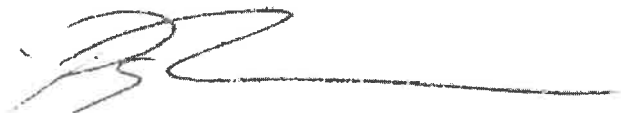
(a) Facts: Due to a company name change, a change order is required to correct the contract. The original name of ZMM Inc. has been changed to ZMM LLC the FEIN and dba remain unchanged.

(b) Recommendation: Approve change order.

2. Accounting Summary:

CONSOLIDATED PRICING OF CHANGE ORDER		
Description	Federal Funds	State Funds
Item #1: SIOH Services (Construction)	\$0	\$0
Item #2: Name Change	\$0	\$0
Total	\$0	\$0

Respectfully



PAUL RICHARDS
Project Manager

Concurrence,

Cc:
COL Hodges, FMO



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

11/07/25
Approved
Spoke yf
fw
fig

NGWV-FMO

3 November 2025

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-ADJ2100000013
CO#4 Buckhannon Phase II Addition Design
ZMM, Inc.

This change order request for the project noted above is to change the vendor name on the contract to ZMM LLC from ZMM, Inc., and to extend the contract time to February 28, 2026 to allow for the completion of the construction phase. The letter dated October 28, 2025, from the architect reflects this request for the name change and time extension to the contract and is attached to this submission. The submission of this request was delayed because of the state Purchasing conference, federal year-end processing, staff vacations & illness, and staff workload.

Per this justification, we respectfully request the approval of Change Order #4 as submitted.

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

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

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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.

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

X Close

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

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

Thursday, November 13, 2025 — 3:57 PM

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An official website of the United States government Here's how you know



Revolutionary FAR Overhaul Impacts to SAM.gov Show Details
Aug 15, 2025



See All Alerts

Records Retention Policy Impacts Old SAM Registration Data Show Details
May 21, 2025



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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. 1606N020Q02

"ZMM, LLC" 

Federal Organizations

Enter Code or Name 



Status

- ☒ Active
- ☐ Inactive

Reset 

All Domains

Contracting

Federal Assistance

Entity Information

Federal Hierarchy

Wage Determinations

No matches found

Your search did not return any results.

To view Entity Registrations, Subcontract Reports, Subaward Reports you must sign in.

Sign In

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

Yes

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>11/4/25</u> Solicitation No. <u>CPO ADJ21*13</u>	Agency: Adjutant Generals Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO-ADJ21*13 Change Order #4- Name Change & Time extension PF No.: 713623
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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 checked="" type="checkbox"/>	<input 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: _____