



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

State of West Virginia Contract

Order Date: 07-23-2026

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 0926 1920 PSC2600000001 2	Procurement Folder:	1693133
Document Name:	Architectural/Engineering Services for PSC HQ HVAC Upgrade	Reason for Modification:	Change Order 1 to increase contract
Document Description:	Architectural/Engineering Services for PSC HQ HVAC Upgrade		
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:	2025-09-18
Free on Board:	FOB Dest, Freight Prepaid	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: Jodi R Hash Requestor Phone: 304-340-0322 Requestor Email: jhash@psc.state.wv.us 2027 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
ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST CHARLESTON WV 25301 US	ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST CHARLESTON WV 25301 US

CR 7-29-26

Purchasing Division's File Copy

Total Order Amount: \$226,800.00

KM 7/28/2026

PURCHASING DIVISION AUTHORIZATION DATE: <i>M. X. [Signature]</i> - 7/28/2026 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature]</i> 83-26 ELECTRONIC SIGNATURE ON FILE
---	--	---

Extended Description:

Change Order 1

Change Order 1 is issued to the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract lump sum amount has increased as defined in the attached documentation.

Original contract Total: \$196,000.00

Change Order No. 1 increase \$30,800.00

New contract total: \$226,800.00

No other changes.

All provisions of the original contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$78,400.00
Service From	Service To	Manufacturer		Model No	
2025-09-18	2027-09-17				

Commodity Line Description: Architectural/Engineering Services for PSC HQ HVAC Upgrade

Extended Description:

See attached specifications for further details.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$148,400.00
Service From	Service To	Manufacturer		Model No	
2025-09-18	2027-09-17				

Commodity Line Description: Architectural/Engineering Services for PSC HQ HVAC Upgrade

Extended Description:

See attached specifications for further details.



July 13, 2026

Larry McDonnell
WV Purchasing Division
2019 Washington St. East
Charleston, WV 25305

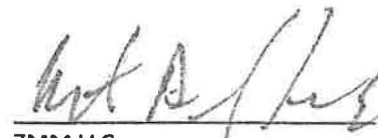
Mr. McDonnell,

The WV Public Service Commission is seeking approval for Change Order 01 to the contract CCT PSC2600000001. The hourly pricing rates will remain the same as the original contract. The cost will increase as follows:

Original Contract:	\$196,000.00
Change Order 1:	\$ 30,800.00
Total cost of contract:	\$226,800.00

It was discovered during ZMM's initial assessment that significant portions, if not all, of the drop ceiling will need to be removed to provide access for demolition of the existing HVAC components and installation of new mechanical systems. Because of the age and fragility of the ceiling tiles, we do not believe that the tiles will be able to be put back into place without significant damage. We believe replacing the ceiling system concurrently would be the most practical and cost-effective approach to mediate this problem.


Jodi Hash
Procurement Specialist Sr.
Public Service Commission


ZMM LLC

July 7th, 2026

J.B. Schoolcraft, Director
Public Service Commission of West Virginia
201 Brooks Street
Charleston, WV 25323

Subject: Contract HVAC Replacement
201 Brooks Street and 1116 Quarrier Street
Charleston, WV: Additional Scope



Mr. Schoolcraft:

The Public Service Commission of West Virginia intends to revise the scope of the referenced contract dated September 18, 2025 to include ceiling replacement at the Brooks Street location. The revision does not include new lighting. The existing lighting will be reinstalled in the new ceiling. The estimated construction cost is:

Demolition of Ceilings	47,800 SF	\$1/SF	\$ 47,800
New Ceilings	47,800 SF	\$7/SF	\$ 334,600
Subtotal			\$ 382,400
Contingency (15%)			\$ 57,360
		TOTAL:	\$ 439,760

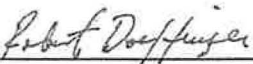
ZMM requests an additional fee for professional services to the contract of \$30,800, calculated at approximately 7% of the additional construction cost.

Also attached is an estimated construction cost estimate.

If acceptable, please sign below and attach to the original contract.

ZMM:

West Virginia PSC:



Principal Signature
 06/15/2026
 Title/Date



Proc. Spec. Sr. Signature
 7/21/26
 Title/Date

STANDARD PROFESSIONAL SERVICE RATES

Effective March 1, 2025

Description	Rate
Project Principal	\$240
Senior Architect	\$200
Architect	\$150
Intern Architect	\$110
Senior Structural Engineer	\$200
Structural Engineer	\$150
Senior Mechanical Engineer	\$200
Mechanical Engineer	\$165
Senior Electrical Engineer	\$200
Electrical Engineer	\$165
Intern Engineer	\$120
Senior Civil Engineer	\$200
Civil Engineer	\$165
Specification Writer	\$150
Senior Engineering Technician	\$150
Engineering Technician	\$120
Interior Designer	\$130
Construction Administration	\$160
Senior CAD Technician	\$130
CAD Technician	\$110
Clerical Support	\$90



BLACKSBURG
VIRGINIA

CHARLESTON
WEST VIRGINIA

MARIETTA
GEORGIA

MARTINSBURG
WEST VIRGINIA

ZMM.COM

Charleston, West Virginia
Projected Probable Project Budget
Bidding Document Phase

Prepared by ZMM Architects & Engineers
 July 7, 2026

		Quantity	Unit	Cost \ Unit	Subtotal
Construction COST ESTIMATE					
BROOKS ST. ORIGINAL SCOPE					
	Demolition	47,712	SF	1.00	\$ 47,712
	VAV TERMINAL UNITS	90	LS	3,000.00	\$ 270,000
	75 Ton RTU	1	LS	450,000.00	\$ 450,000
	60 Ton RTU	1	LS	360,000.00	\$ 360,000
	Split System	1	LS	50,000.00	\$ 50,000
	Cabinet Heaters	6	LS	35,000.00	\$ 210,000
	Ductwork	1	LS	150,000.00	\$ 150,000
	Controls	47,712	SF	4.00	\$ 190,848
	Unit Heaters	6	LS	2,000.00	\$ 12,000
	Mechanical Room Renovation	2	LS	10,000.00	\$ 20,000
	VAV installation electrical	47,712	SF	2.00	\$ 95,424
	New Penal and Feeders	250,000	LS	1.00	\$ 250,000
BROOKS ST. SUBTOTAL					2,105,984
QUARRIER ST. ORIGINAL SCOPE					
	Demolition RTU'S	3	LS	2,500.00	\$ 7,500
	Demolition AHU	1	LS	5,000.00	\$ 5,000
	RTUs	3	LS	75,000.00	\$ 225,000
	AHU	1	LS	75,000.00	\$ 75,000
	DUCTWORK	1	LS	50,000.00	\$ 50,000
	AHU-1	1	LS	130,000.00	\$ 130,000
	Unit Heaters	5	LS	2,500.00	\$ 12,500
	Controls	3,000	SF	5.00	\$ 15,000
	RTU installation	5	SF	3,000.00	\$ 15,000
QUARRIER ST. SUBTOTAL					535,000
BROOKS ST. + QUARRIER ST. SUBTOTAL					2,640,984
CONTINGENCY 15%					\$ 396,148
Total Building Construction Cost ORIGINAL SCOPE					\$ 3,037,131.60
	Demolition Ceilings	47,800	SF	1.00	\$ 47,800
	New Ceilings	47,800	SF	7.00	\$ 334,600
ADDITIONAL SCOPE SUBTOTAL					382,400
CONTINGENCY 15%					\$ 57,360
Total Building Construction Cost ADDITIONAL SCOPE					\$ 439,760.00
Total Building Construction Cost					\$ 3,476,892

AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
PSC Buildings HVAC Renovations
Charleston, WV

AGREEMENT INFORMATION:
Date:
09-18-2025

AMENDMENT INFORMATION:
Amendment Number:
01
Date:
07-23-2026

OWNER: *(name and address)*
Public Service Commission of West
Virginia
201 Brooks Street
Charleston, WV 25323

ARCHITECT: *(name and address)*
ZMM LLC (dba ZMM Architects and
Engineers)
222 Lee Street West
Charleston, WV 25302

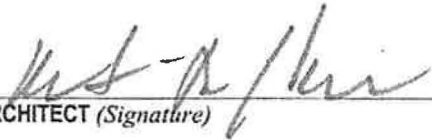
The Owner and Architect amend the Agreement as follows:

Add additional services - The Public Service Commission of West Virginia intends to revise the scope of the referenced contract dated September 18, 2025 to include ceiling replacement at the Brooks Street location. The revision does not include new lighting. The existing lighting will be reinstalled in the new ceiling

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:
\$30,800.00 - see attachment for details

Schedule Adjustment:
None.


ARCHITECT *(Signature)*

BY: Robert Docffinger, P.E.

(Printed name, title, and license number if required)

Date

7/23/2026


OWNER *(Signature)*

Jodi Hash, Procurement Spec. Sr.
(Printed name and title)

Date

7/23/26

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 Technical Services - Professional, Scientific and Technical Services - 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
Notice of Process Address	CORPORATION SERVICE COMPANY 808 GREENBRIER ST CHARLESTON, WV, 25311
Principal Office Address	222 LEE STREET WEST CHARLESTON, WV, 25302 USA
Principal Office Mailing Address	222 LEE ST W CHARLESTON, WV, 25302

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
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	
2026	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	

2017x
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006
2005
2004
2003
2001
2000
1999
Date filed

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

Tuesday, July 21, 2026 — 9:25 AM

© 2026 State of West Virginia

[← Sign In](#)[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 [i](#)
- ☒ All Words [i](#)
- ☐ Exact Phrase [i](#)

e.g. 123456789, Smith Corp

"ZMM LLC" [x](#)Classification [v](#)Excluded Individual [v](#)Excluded Entity [v](#)Federal Organizations [v](#)Exclusion Type [^](#)

- ☒ Ineligible (Proceedings Pending)
- ☒ Ineligible (Proceedings Complete)
- ☒ Prohibition/Restriction
- ☒ Voluntary Exclusion

Exclusion Program [v](#)Location [v](#)Dates [v](#)**Reset** [↺](#)



No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

[Go Back](#)

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.

SAM.gov

An official website of the U.S. General Services Administration

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>07/28/2026</u> Solicitation No. <u>CCT PSC26*01 c/o 01</u>	Agency: <u>Public Service Commission</u> Procurement Officer Submitting Requisition: <u>Jodi Hash</u> Requisition No. <u>CCT PSC26.01</u> PF No.: <u>1693133</u>
--	---

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: Provided, if
Required Required

				Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	☒	☐	☐	☐
2	Use of correct specification template	☒	☐	☐	☐
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	☒	☐	☐	☐
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	☒	☐	☐	☐
5	Maximum budgeted amount in wvOASIS	☒	☐	☐	☐
6	Suggested vendors in wvOASIS	☒	☐	☐	☐
7	Capitol Building Commission pre-approval	☐	☐	☐	☐
8	Financing (Governor's Office) pre-approval	☐	☐	☐	☐
9	Fleet Management Division pre-approval	☐	☐	☐	☐

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	☐	☐	☐	☐
	Automobile Liability	☐	☐	☐	☐
	Workers' Compensation/Employer's Liability	☐	☐	☐	☐
	Cyber Liability	☐	☐	☐	☐
	Builder's Risk/Installation Floater	☐	☐	☐	☐
	Professional Liability	☐	☐	☐	☐
	Other (specify)	☐	☐	☐	☐
11	Office of Technology CIO pre-approval	☐	☐	☐	☐
12	Treasurer's Office (banking) pre-approval	☐	☐	☐	☐

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☒	☒	☐	☒
2	Standard change order language	☒	☒	☐	☒
3	Office of Technology CIO approval	☐	☐	☒	☒
4	Justification for price increases/backdating/other	☐	☒	☐	☒
5	Bond Rider (Construction)	☐	☐	☒	☒
6	Secretary of State Verification	☒	☒	☐	☒
7	State debarment verification	☒	☒	☐	☒
8	Federal debarment verification	☒	☒	☐	☒

**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: _____

