



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

State of West Virginia
Contract

Order Date: 09-14-2023

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 0310 6303 DNR2200000002 4	Procurement Folder:	851767
Document Name:	A/E Services-Tomblin WMA Elk Visitor Center (NEW)	Reason for Modification:	Change Order #1 issued to renew the contract.
Document Description:	Change Order No. 01 Renewal		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-09-07
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-09-06

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000206059	Requestor Name:	James H Adkins	
ZMM INC		Requestor Phone:	(304) 558-3397	
222 LEE ST W		Requestor Email:	jamie.h.adkins@wv.gov	
CHARLESTON	WV			
US	25302			
Vendor Contact Phone:	304-342-0159			
Extension:				
Discount Details:		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>		
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 OF NATURAL RESOURCES PARKS & RECREATION-PEM SECTION 324 4TH AVE SOUTH CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

[Handwritten signature]
 9/22/2023

Total Order Amount: \$77,500.00

Purchasing Division's File Copy

ENTERED

[Handwritten initials] 9.14.2023

PURCHASING DIVISION AUTHORIZATION DATE: <i>[Handwritten signature]</i> 9/20/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>[Handwritten signature]</i> DATE: <i>[Handwritten signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Handwritten signature]</i> DATE: 9-28-2023 ELECTRONIC SIGNATURE ON FILE
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9/28/2023

Extended Description:

Change Order

Change Order No. 01 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 09/07/2023 through 09/06/2024.

Renewals Remaining: One (1).

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

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101500	0.00000		0.000000	\$77,500.00
Service From	Service To	Manufacturer	Model No		
2021-09-07	2024-09-06				

Commodity Line Description: Civil engineering


Extended Description:


Architectural/engineering services and contract administration for the Tomblin WMA Elk Visitor Center.

Governor Jim Justice

Director Brett W. McMillion

MEMORANDUM

TO: Jamie Adkins 
Chief Procurement Officer

FROM: Roger C. Wolfe 
Associate Engineer

DATE: September 20, 2023

SUBJECT: Contract Renewal Tomblin WMA Facilities
A/E Services CCT DNR22*02 Renewal
Change Order #1, Backdate Memo

*O.K.
W. McMillion
09/22/23*

We, the West Virginia Division of Natural Resources, Planning, Engineering and Maintenance Section requests Change Order #1 on the above contract under the current terms, conditions, and pricing as provided.


It is understood that this contract is currently 13 days past the original end date of the contract. There were good faith efforts in obtaining all the documentation required. However, the processing time has resulted in the renewal being submitted through the Purchasing Division after the original contract term. This renewal is for the period of 09/07/23 - 09/06/24 with one renewal remaining.


If you have any questions or need any additional information, please feel free to contact me.

Governor Jim Justice

Director Brett W. McMillion

MEMORANDUM

TO: Jamie Adkins 
Chief Procurement Officer

FROM: Roger C. Wolfe 
Associate Engineer

DATE: August 30, 2023

SUBJECT: Tomblin Wildlife Management Area
A/E services for Elk Visitor Center
CCT 0310 6303 DNR22*02
Change Order #1, Contract Renewal #1

We, the West Virginia Division of Natural Resources, Planning, Engineering and Maintenance Section requests a renewal of the above contract under the current terms, conditions, and pricing for one (1) year.

If you have any questions or need any additional information, please feel free to contact me.

August 25, 2023

Roger C. Wolfe Jr. PE
Engineer Associate
Division of Natural Resources
Planning, Engineering, and Maintenance
324 4th Avenue
South Charleston, WV 25303-1228



**RE: Contract Renewal for the Tomblin WMA Facilities
DNR22*02**

Mr. Wolfe:

The purpose of this correspondence is to request a renewal of our current contract to complete the bidding and construction phase services identified in the Agreement. The renewal is requested from 09/07/2023 through 09/06/2024. There is no cost implication associated with this renewal request.

Please let me know if you have any questions or concerns about this request. We appreciate the opportunity to assist you with the Tomblin WMA Facilities project, and look forward to continuing our work for the West Virginia Division of Natural Resources.

Respectfully submitted,
ZMM Architects and Engineers

A handwritten signature in black ink, appearing to read 'AG RK', followed by a horizontal line extending to the right.

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