



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: 04-21-2026

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CPO 0603 0603 ADJ2100000013 11	<b>Change Order No:</b>	5	<b>Procurement Folder:</b>	713623
<b>Document Name:</b>	EOI- Buckhannon Phase II Addition			<b>Reason for Modification:</b>	
<b>Document Description:</b>	EOI- Buckhannon Phase II Addition			Change Order No. 5 - to extend contract time per the attached documentation	
<b>Procurement Type:</b>	Central Purchase Order				
<b>Buyer Name:</b>	Tara Lyle				
<b>Telephone:</b>	(304) 558-2544				
<b>Email:</b>	tara.l.yyle@wv.gov				
<b>Shipping Method:</b>	Best Way			<b>Effective Start Date:</b>	2020-08-31
<b>Free on Board:</b>	FOB Dest, Freight Prepaid			<b>Effective End Date:</b>	2027-08-31

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000206059			<b>Requestor Name:</b>	Charles A Bowman
ZMM LLC				<b>Requestor Phone:</b>	(304) 561-6654
222 LEE ST W				<b>Requestor Email:</b>	charles.a.bowman26.nfg@army.mil
CHARLESTON	WV	25302		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION</div>	
US					
<b>Vendor Contact Phone:</b>	304-342-0159	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#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 4-23-26*

<b>Total Order Amount:</b>	\$1,175,000.00
----------------------------	----------------

Purchasing Division's File Copy

<i>JR</i>	<i>4/21/2026</i>	<i>John S. Gray</i>	<i>4-27-26</i>
<b>PURCHASING DIVISION AUTHORIZATION</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>	<b>ENCUMBRANCE CERTIFICATION</b>	
<b>DATE:</b> <i>4/21/26</i>	<b>DATE:</b>	<b>DATE:</b>	
<b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ELECTRONIC SIGNATURE ON FILE</b>	

*4/23/2026*

**Extended Description:**

Change Order No. 5

Change Order No. 5 - is issued 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: 03/1/2026 to 08/31/2027

Effective date of change: 04/03/2026

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	2027-08-31				

**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	2027-08-31				

**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	2027-08-31				

**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	2027-08-31				

**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.

March 31, 2026

**Mr. Paul Richards, Project Manager**

WVARNG-CFMO  
1703 Coonskin Drive  
Charleston, WV 25311

**Subject: Contract Modification #5 for the Buckhannon Readiness Center Phase II  
Addition Project  
(CEOI ADJ2000000009)**



Mr. Richards:

ZMM Architects and Engineers respectfully requests that the contract number CPO-ADJ2100000013 Buckhannon Phase II Addition Design be extended an additional 18 months from February 28, 2026 to August 31, 2027 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 blue ink, appearing to read 'NHS', written over a light blue circular stamp.

Nathaniel H. Spencer, AIA  
Architect

**West Virginia Army National Guard  
Construction & Facilities Management Office**

1703 Coonskin Drive  
Charleston, West Virginia, 25311-1085

FMO-OTR-

01 April 2026

Mrs. Lyle,

Please find the following change order packet for the subject contract (CPOADJ2100000013). This change order is for Design 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 28 February, 2026 More time is required to complete the project
  - (b) Recommendation: Approve change order to continue SIOH until August 31, 2027.

1. Accounting Summary:

<b>CONSOLIDATED PRICING OF CHANGE ORDER</b>		
<b>Description</b>	<b>Federal Funds</b>	<b>State Funds</b>
Item #1: SIOH Services (Construction)	\$0	\$0
<b>Total</b>	\$0	\$0

Respectfully



PAUL RICHARDS  
Project Manager

Concurrence,

Cc:  
LTC Judy, FMO



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

NGWV-FMO-Z

03 April 2026

**TO:** Mr. David Pauline, Senior Buyer  
West Virginia Division of Purchasing

**FROM:** Mrs. Dusty Smith, Procurement Analyst  
Office of the Adjutant General, State of West Virginia

**RE:** Change Order Justification  
CPO ADJ2100000013  
CO # 5 Extend contract time.  
ZMM LLC

This change order request for the project noted above is to increase the contract amount to allow for the completion of the construction phase of the project to meet current building code and increase the contract time to August 31, 2027.

The letter dated April 1, 2026, from the agency project manager reflects this request for time extension to the contract and is attached to this submission. The submission of this request was delayed because of obtaining federal funds to complete this change order from the National Guard Bureau, and staff workload.

Per this justification, we respectfully for this correspondence is the undersigned at 304-561-6004 or email at [dusty.j.smith2.nfg@army.mil](mailto:dusty.j.smith2.nfg@army.mil)

Respectfully,

A handwritten signature in blue ink that reads "Dusty Smith".

Dusty Smith  
Procurement Analyst  
WV Military Authority  
Construction & facilities Management Office

Extension  
appd





WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY ENDORSEMENT WC 99 06 K2 ( A)

POLICY NUMBER: UB-B5021116-25-43-G

WEST VIRGINIA EMPLOYERS LIABILITY ENDORSEMENT

This endorsement applies only to work in the state of West Virginia.

Part Two (Employers Liability Insurance), C. Exclusions is changed by adding these exclusions.

This insurance does not cover:

- 13. bodily injury to an employee when you are deprived by common law defense or are subject to penalty because of your failure to secure your obligations under the Workers Compensation law of West Virginia or otherwise fail to comply with the law.
14. bodily injury for which you are liable under West Virginia Annotated Code 23-4-2(d)(2)(A).

However, this exclusion does not apply to any bodily injury for which you are liable arising out of West Virginia Annotated Code 23-4-2(d)(2)(B).

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Insured

Policy No.

Endorsement No. Premium \$

Insurance Company

Countersigned by \_\_\_\_\_



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

Status

- Active
- Inactive

Reset

Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q...



# 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

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			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

**Addresses**

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

**Officers**

Type	Name/Address
<b>Manager</b>	JAMES JOHNSON 2 CARLTON ST STE 1700 TORONTO, ON, M5B1J3
<b>Organizer</b>	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
<b>2/26/2025</b>	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
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
<b>Date filed</b>

[File Your Current Year Annual Report Online Here](#)

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

Tuesday, April 14, 2026 — 3:55 PM

© 2026 State of West Virginia

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>4/14/2026</u>	Agency: <u>ADJ</u>
Solicitation No. <u>CPO ADJ 21#13</u> <div style="margin-left: 100px;"><u>CG#5 - extension</u></div>	Procurement Officer Submitting Requisition: <u>Dusty Smith</u>
	Requisition No.
	PF No.: <u>713623</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	<input checked="" type="checkbox"/>	<input 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"/>	<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"/>	<input type="checkbox"/>
4	Use of most current terms and conditions <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	<b>Insurance requirements</b>				
	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"/>
<b>11</b>	<b>Office of Technology CIO pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	<b>Treasurer's Office (banking) pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

