



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: 03-27-2026

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:	CPO 0603 0603 ADJ2500000005 4	Change Order No:	Procurement Folder:	1447309
Document Name:	Martinsburg Readiness Center Addition/Alteration Design EOI	Reason for Modification:		
Document Description:	Martinsburg Readiness Center Addition/Alteration Design EOI	Change Order No. 1 - Administrative change order for vendor name change only.		
Procurement Type:	Central Purchase Order			
Buyer Name:	David H Pauline			
Telephone:	304-558-0067			
Email:	david.h.pauline@wv.gov			
Shipping Method:	Best Way	Effective Start Date:	2024-08-19	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000206059	Requestor Name:	Charles A Bowman
ZMM LLC		Requestor Phone:	(304) 561-6654
222 LEE ST W		Requestor Email:	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			
Vendor Contact Phone:	304-342-0159 Extension:		
Discount Details:			
	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	MARTINSBURG EMIVEST HANGAR/WVEDA ADJUTANT GENERALS OFFICE WV ARMY NATIONAL GUARD 731 NOVAK DRIVE MARTINSBURG WV 25405 US

CR 3-30-26

Total Order Amount:	\$1,899,000.00
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Purchasing Division's File Copy

R 3/27/26

PURCHASING DIVISION AUTHORIZATION DATE: <i>3/27/26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>4/1/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>4-1-26</i> ELECTRONIC SIGNATURE ON FILE
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4/1/2026

Extended Description:

Change Order No. 1 - is issued for administrative purposes only and is intended to change the name of the vendor from ZMM, Inc. to ZMM, LLC.

The OASIS Vendor Account No. 000000206059, remains the same as well as the vendor's address and FEIN.

According to WV Secretary of State Business Organization Search, the vendor name changed on 02/26/2025.

The original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.

Effective date of change: 03/27/2026

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	1899000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Martinsburg Readiness Center Addition/Alteration Design EOI

Extended Description:

Provide professional architectural and engineering design services per the attached documentation.

PHASE 1 -Award for Type A and Type B Design Services per the attached documentation.



Lyle, Tara L < tara.l.lyle@wv.gov >

Administrative Change Order(s) for design contract with ZMM regarding their name change

1 message

Wingerd, Claude D NFG NG WVARNG (USA) < claude.d.wingerd.nfg@army.mil >

Wed, Mar 18, 2026 at 8:59 AM

To: "Lyle, Tara L" < tara.l.lyle@wv.gov >, "Pauline, David H" < david.h.pauline@wv.gov >
Cc: "Wingerd, Claude D NFG NG WVARNG (USA)" < claude.d.wingerd.nfg@army.mil >

Tara/David,

Good morning. Can you please process administrative change order(s) for the contracts listed below to change the name from ZMM, Inc., to ZMM, LLC.? The vendor has kept the same Vendor Customer number in WV Oasis, 000000206059 and they did not change their FEIN number. Please let us know if you have any questions.

1. CPO-ADJ25*5 Martinsburg Readiness Center Addition/Alteration Design
2. CPO-ADJ25*13 Smith Street Multi-Use Commercial Kitchen Facility
3. CPO-ADJ25*19 Camp Dawson- Senior Leader Base Housing Renovation Design
4. CPO-ADJ25*27 New Billeting Cabins Design-Camp Dawson

Respectfully

Dean Wingerd

Procurement Analyst

WV Military Authority/ Office of the Adjutant General

Construction & Facilities Management Office

PH) 304-561-6629

claude.d.wingerd.nfg@army.mil

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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 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	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	
2025	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Friday, March 27, 2026 — 6:34 AM

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Aug 15, 2025



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Records Retention Policy Impacts Old SAM Registration Data [Show Details](#)
May 21, 2025



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Search

All Words

e.g. 1606N020Q02

Filter By

Keyword Search

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Simple Search

Search Editor

Any Words ⁱ

All Words ⁱ

Exact Phrase ⁱ

e.g. 123456789, Smith Corp

"zmm llc" ×

Entity ∨

Location ∨

Status ∧

Active

Inactive

Reset

Entity Information ∧



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification



No matches found

Your search did not return any results for active records.

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

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u> <i>R</i> </u> Date: <u> <i>3/27/24</i> </u>	Agency: WV Adjutant General's Office
Solicitation No. <u> <i>CO#1</i> </u> <div style="text-align: center; margin-top: 10px;"><i>name change only</i></div>	Procurement Officer Submitting Requisition: Dean Wingerd
	Requisition No. CPO ADJ25*05 - CO#1 - Admin CO Name change
	PF No.: 1447309

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>mlr</i>
2	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>mlr</i>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>mlr</i>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>mlr</i>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>mlr</i>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>mlr</i>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>mlr</i>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>mlr</i>

**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: _____

Tara