



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: 03-08-2024

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 0313 0313 DEP2400000010 2	<b>Procurement Folder:</b> 1358357
<b>Document Name:</b> EOI: LCAP Clarksburg Closure Final Report	<b>Reason for Modification:</b> Change Order 1 To Issue Notice to Proceed
<b>Document Description:</b> EOI: LCAP Clarksburg Closure Final Report	
<b>Procurement Type:</b> Central Purchase Order	
<b>Buyer Name:</b> Joseph E Hager III	
<b>Telephone:</b> (304) 558-2306	
<b>Email:</b> joseph.e.hageriii@wv.gov	
<b>Shipping Method:</b> Best Way	<b>Effective Start Date:</b> 2024-02-26
<b>Free on Board:</b> FOB Dest, Freight Prepaid	<b>Effective End Date:</b> 2025-02-24

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> VS0000039036 SAM AND SHARON ENTERPRISES LLC 606 TACY ROAD  PHILIPPI WV 26416 US <b>Vendor Contact Phone:</b> 3404574531 <b>Extension:</b>  <b>Discount Details:</b> <table border="1"> <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			<b>Requestor Name:</b> Jessica S Chambers <b>Requestor Phone:</b> (304) 414-1140 <b>Requestor Email:</b> jessica.s.chambers@wv.gov  <div style="text-align: center; font-size: 2em; font-weight: bold;">24</div> <b>FILE LOCATION</b> _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
(304) 926-0499 ENVIRONMENTAL PROTECTION LANDFILL CLOSURE ASSISTANCE PROGRAM  601 57TH ST SE  CHARLESTON WV 25304  US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS  No City WV 99999  US

3-18-24 6C

**Total Order Amount:** \$35,800.00

Purchasing Division's File Copy

<i>JA 3.15.24</i> <b>PURCHASING DIVISION AUTHORIZATION</b> <b>DATE:</b> <i>3-15-24</i> <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> <i>John S. Gray</i> <b>DATE:</b> <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ENCUMBRANCE CERTIFICATION</b> <b>DATE:</b> <i>3-19-24</i> <b>ELECTRONIC SIGNATURE ON FILE</b>
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*Slaboo*

**Extended Description:**

Change Order No. 1

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Contract Term: February 26, 2024 through February 24, 2025

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	35800.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** EOI: LCAP Clarksburg Closure Final Report

**Extended Description:**

This EOI will provide the preparation and submittal of the final report of construction for the Clarksburg Landfill located in Harrison County, WV. This contract is being awarded pursuant to W. Va. Code 5G-1-4(a).



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west virginia department of environmental protection

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Division of Land Restoration  
Landfill Closure Assistance Program  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304  
Phone: 304-926-0499

Harold D. Ward, Cabinet Secretary  
dep.wv.gov

March 1, 2024

Sam and Sharon Enterprises LLC  
606 Tacy Road  
Philippi, WV 26416

RE: CPO DEP24\*10  
Clarksburg Closure Final Report

Dear Mr. Muncy

The purpose of this letter is to express our appreciation for your work in advance and to provide necessary documentation as required by the terms and conditions of the contract. Please be advised that the official starting date for the above-referenced contract is February 26, 2024. The contract period for project completion is 365 consecutive days, ending on February 24, 2025.

Work shall commence on the project within seven (7) consecutive days of this Notice to Proceed start date. In the event work does not begin within this specified period, the WVDEP reserves the right to cancel this contract.

If you have any questions, please feel free to contact this office.

Sincerely,

Matthew L Butler

Matthew L. Butler  
DLR Deputy Director

Digitally signed by: Matthew L Butler  
DN: CN = Matthew L Butler email = matthew.l.butler@wv.gov C = US O = WVDEP OU = DLR  
Date: 2024.03.01 15:05:16 -0500

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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.*

### SAM AND SHARON ENTERPRISES, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	12/3/2019		12/3/2019	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>	Barbour		<b>Control Number</b>
<b>Charter State</b>	WV		<b>Excess Acres</b>
<b>At Will Term</b>	A		<b>Member Managed</b> MBR
<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>	606 TACY RD PHILIPPI, WV, 26416
<b>Mailing Address</b>	606 TACY RD PHILIPPI, WV, 26416 USA
<b>Notice of Process Address</b>	CHARLES MUNCY 606 TACY RD PHILIPPI, WV, 26416
<b>Principal Office Address</b>	606 TACY RD PHILIPPI, WV, 26416 USA
Type	Address

**Officers**

Type	Name/Address
<b>Member</b>	CHARLES MUNCY 606 TACY RD PHILIPPI, WV, 26416
<b>Member</b>	SHARON COTTRILL 606 TACY RD PHILIPPI, WV, 26416
<b>Organizer</b>	CHARLES MUNCY 606 TACY RD PHILIPPI, WV, 26416
Type	Name/Address

**Annual Reports**

Filed For
2024
2023
2022
2021
2020
Date filed

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

Tuesday, March 5, 2024 — 9:12 AM

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**Important Reqs and Certs Update** Show Details  
Mar 1, 2024



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**Entity Validation Processing** Show Details  
Feb 22, 2024



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- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"SAM AND SHARON ENTERPRISES LLC" ×

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Magan</u> Date: <u>3.15.24</u> Solicitation No. <u>CPO DEP24000010</u> <u>clo #1</u>	Agency: WV Department of Environmental Protection Procurement Officer Submitting Requisition: Jessica Chambers Smith Requisition No. CPO DEP2400000010 PF No.: 1358357
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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 checked="" 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 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
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

