



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: 01-17-2025

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 0313 0313 DEP2400000010 4	Procurement Folder:	1358357
Document Name:	EOI: LCAP Clarksburg Closure Final Report	Reason for Modification:	Change Order #2 to Increase & Extend Contract
Document Description:	EOI: LCAP Clarksburg Closure Final Report		
Procurement Type:	Central Purchase Order		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-02-26
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-02-24

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000039036 SAM AND SHARON ENTERPRISES LLC 606 TACY ROAD PHILIPPI WV 26416 US Vendor Contact Phone: 3404574531 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: Jessica S Chambers Requestor Phone: (304) 414-1140 Requestor Email: jessica.s.chambers@wv.gov 2025 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
(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

CR 1-22-25

Total Order Amount:	\$42,640.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>1-21-25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>1-24-25</i> ELECTRONIC SIGNATURE ON FILE
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1/24/2025

Extended Description:

Change Order No. 2

Change Order #2 is issued to increase and extend the original contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Original Contract Sum:	\$35,800.00
Change Order #2 Increase:	\$6,840.00
<hr/>	
New Contract Total:	\$42,640.00

Effective Date: February 25,2025

Contract Term: February 25, 2025 through February 24, 2026

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	42640.00
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).



APPROVED
[Signature]
1/21/25

west virginia department of environmental protection

Division of Land Restoration
Landfill Closure Assistance Program
601 57th St SE
Charleston, WV 25304
304.926.0499

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

January 2, 2025

Sam and Sharon Enterprises LLC
Attn: Sam Muncy, Engineering Partner
606 Tacy Road
Philippi, WV 26416

Re: Change Order # 2
Clarksburg Final Report
PO# CPO DEP24*10

Dear Mr. Muncy:

The WVDEP Landfill Closure Assistance Program is issuing a change order to increase and extend the original contract by **365 days** according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders as shown on Attachment A.

The last Quality Assurance Quality Control (QAQC) report we were able to retrieve indicated construction of the Closure Cap at the Clarksburg Landfill was completed in 2019. Additionally, the contract with the inspection firm, MSES Consultants, was terminated by LCAP before the Closure Cap project was completed. This necessitated a change in QAQC personnel and certifying engineer which appears to have introduced some ambiguities in QAQC record keeping.

Further difficulty was added by a period of 4 years since Closure Cap construction was completed passed before West Virginia Department of Environmental Protection (WVDEP) Landfill Closure Assistance Program (LCAP) was able to authorize the Final Completion Report preparation in 2023. During this time QAQC individuals retired and companies performing the project construction archived QAQC data.

Possibly for the above reasons, WVDEP was unable to provide SSE with complete documentation of the project QAQC. The files provided by the WVDEP certifying engineer did not contain record documentation of surveyed closure cap components and geomembrane seeming to have "destruct" testing. SSE invested significant additional time outside the scope of work traveling and interviewing individuals and researching old files to verify and assemble the missing documentation. The attached spreadsheet illustrates the additional time expended. This extra time expenditure will cause the project timing and budget to be overrun if planned work continues to complete the report. The requested time and budget increase will prevent the overruns".

The effective date of the change order is February 25, 2025.

Re: Change Order #2
Purchase Order No.: CPO DEP24*10

Change Order Approved by WVDEP:

Name	Title	Signature	Date
Matthew Butler	Deputy Director	Matthew L Butler <small>Digitally signed by: Matthew L Butler DN: CN = Matthew L Butler email = matthew.l.butler@wv.gov C = US O = WVDEP OU = DLR Date: 2025.01.06 08:41:22 -0500</small>	
Robert Rice	Deputy Cabinet Secretary, DLR & HSER	Robert Rice <small>Digitally signed by: Robert Rice DN: CN = Robert Rice email = robert.rice@wv.gov C = AD O = DEP OU = Department of Environmental Protection Date: 2025.01.06 09:12:44 -0500</small>	

(signature of Deputy Director or Director is ONLY required when change order(s) total increase exceeds 10% when compared to original contract amount)

Completion of this change order approval process requires.

- ☒ your signature below
- ☒ a current copy of your insurance certificate
 - the contract number (CPO DEP24*10) must be listed in the extended description.

I am in agreement with the changes as outlined in this letter and Attachment A.

(Vendor signature required below)

Name	Title	Signature	Date
Sam Muncy, P.E.	Engineering Partner	Charles H. "Sam" Muncy, Jr.	Jan 7, 2025

Please email the signed documents to DEPDLRProcurement@wv.gov within 7 days of receipt of this letter.

1

VENDOR/ CONTRACTOR: Sam and Sharon Enterprises LLC

[illegible]

February 24, 2026

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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								
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	Barbour				Control Number			
Charter State	WV				Excess Acres	X Close		
At Will Term	A				M			
At Will Term Years					Pa			
Authorized Shares					Young Entrepreneur	Not Specified		

Addresses

Type	Address
Designated Office Address	606 TACY RD PHILIPPI, WV, 26416
Mailing Address	606 TACY RD PHILIPPI, WV, 26416 USA
Notice of Process Address	CHARLES MUNCY 606 TACY RD PHILIPPI, WV, 26416
Principal Office Address	606 TACY RD PHILIPPI, WV, 26416 USA
Type	Address

Officers

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

Annual Reports

Filed For	
2025	Hi, I'm SOLO! I can help you file your Annual
2024	
2023	
2022	
2021	
2020	



Upcoming SAM.gov Maintenance 1/11/2025
Show Details
Jan 7, 2025



See All Alerts

Scheduled Login.gov Maintenance Impact to SAM.gov
Show Details
Jan 3, 2025



- Home
- Search
- Data Bank
- Data Services
- Help

Search

All Words

e.g. 1606N020Q02

Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

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

"Sam and Sharon Enterprises LLC"



Classification



Excluded Individual



Excluded Entity



Federal Organizations



Exclusion Type



Exclusion Program



Location



Dates



Reset



No matches found

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

Please try another search or go back to previous results.

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Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Haggan</u> Date: <u>1-21-25</u>		Agency: DEP
Solicitation No. <u>CPO DEP 24*10</u> <u>C/O #2</u>		Procurement Officer Submitting Requisition: Jessica Smith
		Requisition No. CPO DEP24*10
		PF No.: 1358357

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 [CROS → CCT or CPO] or [CROM → 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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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:

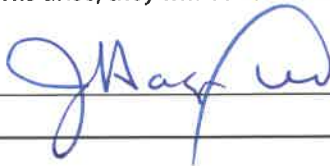
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOLs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**