

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>

Date: Thu, Nov 6, 2025 at 3:48 PM

Subject: Fwd: Emergency Approval - Cacapon Lodge Boilers

To: Jamie Adkins <jamie.h.adkins@wv.gov>

Cc: Samantha L Willis <samantha.l.willis@wv.gov>, Hager III, Joseph E
<joseph.e.hageriii@wv.gov>

Jamie,

Your Emergency request for boiler replacement at Cacapon State Park Lodge is approved. Please follow all Emergency procedures outlined in the WV Purchasing Division Procedures Handbook and return the completed Contract documents to this office for public posting within 30 days of this approval.

In the future please use the Emergency Request Form (WV-45 whenever possible.

I apologize for missing this one yesterday.

Frank

Frank Whittaker

Assistant Director

Purchasing Division

304-558-2316 | Frank.M.Whittaker@wv.gov

2019 Washington St. E., Charleston, WV 25305



----- Forwarded message -----

From: **Adkins, Jamie H** <jamie.h.adkins@wv.gov>

Date: Wed, Nov 5, 2025 at 1:32 PM

Subject: Re: Emergency Approval - Cacapon Lodge Boilers

To: Hager III, Joseph E <joseph.e.hageriii@wv.gov>

Cc: Frank M Whittaker <frank.m.whittaker@wv.gov>, Samantha L Willis
<samantha.l.willis@wv.gov>

Josh,

The design docs are being finalized now. Please see the attached request for construction approval.

If there are any questions or concerns, please let me know.

Thank you,

J.H. "Jamie" Adkins

Chief Procurement Officer, ASM2

West Virginia Division of Natural Resources

(304) 558-3397

On Thu, Oct 23, 2025 at 12:40 PM Hager III, Joseph E <joseph.e.hageriii@wv.gov> wrote:

Jamie,

Your emergency request is approved for a period of up to 3 months from the date of this approval. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return the completed contract(s) to this office for public posting within 30 days of this approval.

Josh Hager

Buyer Supervisor

Purchasing Division

304-558-8801 | Joseph.E.HagerIII@wv.gov

2019 Washington St. E., Charleston, WV 25305





Eric L. Householder
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
2310 KANAWHA BLVD EAST
P.O. BOX 50121
CHARLESTON, WEST VIRGINIA 25311



APPROVED

BY: *[Signature]* DATE: *11/13/25*

Kenny H. Yoakum
DIRECTOR

November 10, 2025

To: Frank Whittaker, Administrative Services Manager Purchasing Division
Tara Lyle, Buyer Supervisor Purchasing Division

Cc: Kenny Yoakum, Director WV Fleet Management Division

Subject: Request for Emergency Contract

Dear: Frank Whittaker and Tara Lyle

The Fleet Management Division (FMD) requests the Purchasing Division's approval to enter into a short-term agreement with Holman, our current vehicle management vendor. This agreement would be for approximately six months, commencing on December 14, 2025 and concluding on June 14, 2026, with an estimated cost of \$125k, while we proceed with the RFP solicitation and award process (note, the annual estimated cost based on the current Holman contract is \$250k).

Our current contract with Holman expires on December 14, 2025 which does not provide sufficient time to award a new contract, execute setup, and conduct training if a different vendor is selected.

This timeline is due to a couple of factors. Unlike previous contract solicitations, our due diligence revealed several companies interested in providing vehicle management services. This increased participation led FMD to pivot from an RFQ process to an RFP. Additionally, FMD experienced personnel changes that contributed to the extended timeline. This extension will ensure continued fuel and maintenance services and prevent disruption to Agencies utilizing those services, while we finalize next steps in the solicitation evaluation and award procurement process.

Please let me know if you have any questions. FMD appreciates your consideration of this request.

Sincerely,
Beth Redden
Fleet Administrator
West Virginia Fleet Management Division