


# Memo

To: Melissa Pettrey, Senior Buyer, WV Purchasing Division  
From: Jamie Jones, Procurement Administrator   
Date: August 25, 2023  
Re: APO GSD2400000051 Bldg. 37 Toshiba Motor – EPO

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Melissa,

Please let this memo serve as justification for the above referenced Emergency Purchase. A motor serving the HVAC system at Building 37 (DEP) went down resulting in the building losing pressure causing air leakage due to doors not being properly sealed. My Building Supervisor for that location attempted to contact multiple vendors, and US Bearing and Power Transmission Corporation was the only vendor that readily had the required motor in inventory.

If you have any questions, or need additional information, please feel free to contact me.

**Manual Compliance Search Verification Form**  
***(Agency Delegated Purchases)***

**Manual Search Verifications:** By signing below the procurement officer certifies that he or she has verified that:

- Vendor is in compliance** with the Secretary of State requirements for business registration (or is not required to register with that office or has obtained the necessary exemption), that the vendor is not identified as a debarred vendor within the Federal SAM system, and that the vendor is not listed on the West Virginia Purchasing Division's list of debarred vendors.
  
- Vendor is not in compliance** with the Secretary of State requirements for business registration and this will need to be remedied before contract award.

James R. Jones  
Procurement Officer Signature

**James R. Jones**

Procurement Officer Printed Name

8/25/2023  
Date

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