

## Whittaker, Frank M

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**From:** Clemans, Alan <aclemans@wvda.us>  
**Sent:** Friday, March 1, 2019 2:09 PM  
**To:** Sheets, Mike - Purchasing; Whittaker, Frank M; Pettrey, Melissa K  
**Subject:** RE: Request for Emergency Purchase - Cedar Lakes Roof Replacement

Mike,

My apologies for overlooking this and not following up in a more timely manner. We obtained emergency procurement approval for a new roof on one of the buildings at our Cedar Lakes facility. As we moved through the emergency procurement process, it was determined that the required roofing material could only be installed when ambient temperatures are consistently 50 degrees or higher. Given that restriction, installation of the replacement roof could not be completed during the winter months. I subsequently instructed WVDA personnel to work on preparing a formal acquisition since the work could not occur until spring, and Cedar Lakes staff had taken interim steps to temporarily minimize leaks and damage. We have submitted CRQS AGR19\*8 to our assigned buyer for this project today (3/1) to be handled through the conventional competitive processes. Please accept this as formal notice to cancel the emergency request previously submitted by our agency. If you have any questions, do not hesitate to contact me.

### Alan Clemans

Assistant Director (Fiscal Management)  
Administrative Services Division  
WV Department of Agriculture  
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<http://www.agriculture.wv.gov>

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**From:** Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>  
**Sent:** Friday, November 16, 2018 2:02 PM  
**To:** Clemans, Alan <aclemans@wvda.us>; Whittaker, Frank M <Frank.M.Whittaker@wv.gov>  
**Cc:** Gillispie, Sandi <sgillispie@wvda.us>; Fisher, Cindy <CFisher@wvda.us>  
**Subject:** RE: Request for Emergency Purchase - Cedar Lakes Roof Replacement

Alan,

Your emergency is approved for the scope of work identified below, with the stipulation that public notice and bidding documents are both posted to the OASIS Purchasing Bulletin and sent to the Contractor's Association of WV a minimum of five business days prior to the date of bid opening. We will also let the Contractor's Association know to be watching for notice. When submitting your documents for the contract to be processed, please include proof of these notices with your documents. Please also keep in mind that award documents must be submitted to us within 30 days (Purchasing Procedures Handbook 6.3.3).

If you have additional questions or concerns, please don't hesitate to let me know.

Regards,

Mike

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**From:** Clemans, Alan <[aclemans@wvda.us](mailto:aclemans@wvda.us)>  
**Sent:** Friday, November 16, 2018 10:58 AM  
**To:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>; Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>  
**Cc:** Gillispie, Sandi <[sgillispie@wvda.us](mailto:sgillispie@wvda.us)>; Fisher, Cindy <[CFisher@wvda.us](mailto:CFisher@wvda.us)>  
**Subject:** Request for Emergency Purchase - Cedar Lakes Roof Replacement  
**Importance:** High

Purchasing Division –

Please consider this a request for emergency purchase for a roof replacement for the Craft House building at Agriculture's Cedar Lakes Conference Center. The roofing material has degraded to the point where it cannot be satisfactorily patched, and there are concerns that a pending rooftop HVAC unit replacement as well as forthcoming winter weather will adversely affect the integrity of the roof even further. The excessive leaks have already caused usability issues with this particular building, as further in the attached memo from Cedar Lakes' Director. In light of these issues, we wish to address the replacement as quickly as possible to prevent building damage and avoid loss of revenue.

The estimated cost of this procurement is \$90,000 - \$100,000. Upon approval from the Purchasing Division, we will proceed with obtaining bids then forward all documentation to Purchasing under the emergency guidelines.

Thank you in advance for your assistance with this matter.

**Alan Clemans**

Assistant Director (Fiscal Management)

Administrative Services Division

WV Department of Agriculture

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