

**From:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
**Sent:** Monday, June 17, 2019 2:52 PM  
**To:** Mark Gandolfi <[mgandolfi@k12.wv.us](mailto:mgandolfi@k12.wv.us)>  
**Cc:** Nisbet, Guy L <[Guy.L.Nisbet@wv.gov](mailto:Guy.L.Nisbet@wv.gov)>; Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>  
**Subject:** RE: [External] Emergency Purchase Request - AIA services

Superintendent Gandolfi,

Your emergency is approved for construction administration not to exceed \$49,500. Please follow emergency purchasing procedures as found in the Handbook and follow up with documentation within 30 days.

Regards,

W. Michael Sheets  
Director  
WV Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

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**From:** Mark Gandolfi <[mgandolfi@k12.wv.us](mailto:mgandolfi@k12.wv.us)>  
**Sent:** Monday, June 17, 2019 8:17 AM  
**To:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
**Cc:** Nisbet, Guy L <[Guy.L.Nisbet@wv.gov](mailto:Guy.L.Nisbet@wv.gov)>; Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>  
**Subject:** [External] Emergency Purchase Request - AIA services

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Good Morning Director Sheets,

The WV Schools for the Deaf and the Blind are underway with two important construction projects and compressed time lines for completion. These projects affect the daily living and educational needs of students who are deaf, blind, hard of hearing, low vision and deaf/blind. Some students have additional disabilities, as well, including health, emotional and behavioral needs. Both projects affect the ability to operate a thorough, safe and efficient school system. The risks and impacts are eminent. These projects have a total value of \$4,009,075 invested once complete. These include HVAC, ADA compliance, fire and life safety compliance, among other related health and welfare renovations. To complete the renovation, active construction onsite needs to proceed with Architectural and Engineering

administration services. The WVSDB require construction administration. These projects require regular monitoring, inspection, plan adjustments, general administration, and closeout. These projects are scheduled to be complete in the coming months, not later than August 11<sup>th</sup> 2019. Contractors are onsite working. In order to proceed and complete the execution of construction contained within CPO DBS1900000008 and CPO DBS1900000012, the WVSDB request your consideration for approval of an emergency purchase for architectural and engineering services to oversee and facilitate the completion of the two CPOs by providing construction administration. Estimated cost to completion has been evaluated and estimated not to exceed \$49,500. If not approved, work cannot safely and appropriately proceed. Without proper supervision and timely completion, the liability to our agency and the State would grow exponentially. The safety and integrity of the projects' details and code compliant construction are at significant risk. For these reasons, I request your approval of an emergency purchase.

Most Sincerely,

~Mark

Mark Gandolfi, CPA  
Superintendent of Administration  
West Virginia Schools for the Deaf and the Blind  
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**A.C.T. – Achieve.Challenge.Thrive.**



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