



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Byrd E. White, III
Secretary of Transportation/
Commissioner of Highways

April 14, 2020

Jimmy Wriston, P. E.
Deputy Secretary/
Deputy Commissioner

MEMORANDUM

TO: BF - Kristy James

FROM: DT - Cindy Cramer

A handwritten signature in blue ink, appearing to read "Cindy Cramer".

SUBJECT: Emergency Request for Traffic Signal Parts

In March 2020 an Award Recommendation to Mobotrex was sent for Contract DOT 20*111 for Traffic Signal Parts (materials). These materials support the WVDOH crews that the Governor has deemed essential. Thereafter, the Governor issued a COVID-19 Stay-At-Home order.

The increased frequency of thunderstorms during the Spring, makes it essential to have the adequate material on hand to keep the State's traffic signals operating properly. Therefore, we are submitting an Emergency Request to secure a 30 day supply of 10 Eagle Traffic Controllers from Mobotrex. A delay in purchase of these 10 controllers could put us into June before receiving any equipment and the safety of the travelling public would be in jeopardy.

CLC:JH:w

cc: Tina Lewis

From: Whittaker, Frank M
Sent: Wednesday, April 22, 2020 1:19 PM
To: James, Kristy E <Kristy.E.James@wv.gov>
Cc: Husted, Crystal G <Crystal.G.Husted@wv.gov>; Harper, Linda B <Linda.B.Harper@wv.gov>
Subject: FW: Traffic Engineering Division - Emergency Request for Traffic Signal Parts

Kristy,

Your emergency request to purchase up to 10 Traffic Controllers is approved. This approval is not authorization to purchase any particular brand, make or model equipment. Please follow all emergency purchase procedures outlined in the Purchasing Division Procedures Handbook. Please forward all supporting Documentation to this office for processing within 30days of this approval.

Frank Whittaker, CPPB
Assistant Director
West Virginia Purchasing Division
2019 Washington Street. East
Charleston, WV 25305
304-558-2316
Frank.m.whittaker@wv.gov

From: Harper, Linda B <Linda.B.Harper@wv.gov>
Sent: Wednesday, April 22, 2020 11:34 AM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>; Whittaker, Frank M <Frank.M.Whittaker@wv.gov>
Subject: FW: Traffic Engineering Division - Emergency Request for Traffic Signal Parts

See the attached request for an emergency purchase. I requested the cost of the purchase and Kristy's response is below.

Thanks,

Linda B. Harper, Buyer Supervisor
West Virginia Purchasing Division
2019 Washington Street East
Capitol Complex Building 15
Charleston, WV 25305
304-558-0468
Linda.B.Harper@wv.gov

From: James, Kristy E <Kristy.E.James@wv.gov>
Sent: Wednesday, April 22, 2020 11:13 AM
To: Husted, Crystal G <Crystal.G.Husted@wv.gov>; Lewis, Tina L <Tina.L.Lewis@wv.gov>; Moorman,

Angie J <Angie.J.Moorman@wv.gov>; Lee, Melissa M <Melissa.M.Lee@wv.gov>

Subject: RE: Traffic Engineering Division - Emergency Request for Traffic Signal Parts

Traffic Engineering needs approximately 10 Siemens Traffic Controller M60 series \$3,335.00 for a total of \$32,250.00.

Let me know if you need anything else.

From: Hustead, Crystal G <Crystal.G.Hustead@wv.gov>

Sent: Wednesday, April 22, 2020 9:03 AM

To: Harper, Linda B <Linda.B.Harper@wv.gov>

Subject: FW: Traffic Engineering Division - Emergency Request for Traffic Signal Parts

Please see the attached emergency purchase request from DOH

From: James, Kristy E <Kristy.E.James@wv.gov>

Sent: Wednesday, April 22, 2020 8:12 AM

To: Hustead, Crystal G <Crystal.G.Hustead@wv.gov>

Cc: Lewis, Tina L <Tina.L.Lewis@wv.gov>; Moorman, Angie J <Angie.J.Moorman@wv.gov>; Lee, Melissa M <Melissa.M.Lee@wv.gov>

Subject: RE: Traffic Engineering Division - Emergency Request for Traffic Signal Parts

Crystal,

Traffic Engineering is request approximately 10 of line item 1 for Traffic Controllers for the Emergency Purchase.

Please let me know if you need any additional information.

Thanks

From: Hustead, Crystal G <Crystal.G.Hustead@wv.gov>

Sent: Monday, April 20, 2020 11:31 AM

To: James, Kristy E <Kristy.E.James@wv.gov>

Cc: Lewis, Tina L <Tina.L.Lewis@wv.gov>; Moorman, Angie J <Angie.J.Moorman@wv.gov>; Lee, Melissa M <Melissa.M.Lee@wv.gov>

Subject: RE: Traffic Engineering Division - Emergency Request for Traffic Signal Parts

Good Morning ladies,

Do you have a quote from a vendor or an estimated purchase price I can send with the request

From: James, Kristy E <Kristy.E.James@wv.gov>

Sent: Monday, April 20, 2020 10:34 AM

To: Hustead, Crystal G <Crystal.G.Hustead@wv.gov>

Cc: Lewis, Tina L <Tina.L.Lewis@wv.gov>; Moorman, Angie J <Angie.J.Moorman@wv.gov>; Lee, Melissa

M <Melissa.M.Lee@wv.gov>

Subject: Traffic Engineering Division - Emergency Request for Traffic Signal Parts

Crystal,

Attached is a memo requesting approve for Traffic Engineering to purchase a supply of 30 days of traffic signal parts to allow for repairs caused by the increased number of thunderstorms we've had recently.

This emergency request would just carry DOH through until the contract is awarded.

Please let me know if you have any questions or if you need additional information.

Thanks

Kristy James

P-Card & Procurement Section Manager

WV Department of Transportation

304/414-7104