

**From:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
**Sent:** Tuesday, October 22, 2019 1:47 PM  
**To:** Miller, Charlyn A <[Charlyn.A.Miller@wv.gov](mailto:Charlyn.A.Miller@wv.gov)>; Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>  
**Cc:** Atkins, Mark A <[Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov)>; Johnson, Aaron E <[Aaron.E.Johnson@wv.gov](mailto:Aaron.E.Johnson@wv.gov)>; Totten, Mark L <[Mark.L.Totten@wv.gov](mailto:Mark.L.Totten@wv.gov)>  
**Subject:** RE: Hertz Emergency Waiver Request

Charlyn,

Your emergency waiver is approved as requested. Please follow emergency purchasing procedures as found in the Handbook.

Regards,  
Mike

**From:** Miller, Charlyn A <[Charlyn.A.Miller@wv.gov](mailto:Charlyn.A.Miller@wv.gov)>  
**Sent:** Tuesday, October 22, 2019 1:32 PM  
**To:** Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>  
**Cc:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>; Atkins, Mark A <[Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov)>; Johnson, Aaron E <[Aaron.E.Johnson@wv.gov](mailto:Aaron.E.Johnson@wv.gov)>  
**Subject:** Hertz Emergency Waiver Request

The Division of Rehabilitation Services is requesting a waiver for continued use of the vendor Enterprise Rent A Car Company for a 30 day period. The usage is estimated at less than \$5,000 for the 30 day period. This usage would be for daily rentals to allow our Rehabilitation Counselors to continue to provide services to our clients until we are able to transition to the Hertz contract. We have found that we must set up accounts with Hertz due to their procedure of not taking credit card numbers over the phone and the requirement that the driver of the vehicle and the card holder must be the same. Once accounts are set up, our P-card Holders will be able to make reservations and pay via the p-card to Hertz for any counselors in their units. Enterprise has the same procedure and we have existing accounts with them.

The Agency does not have a ghost account to charge the rentals to and the current p-card holders are clerical staff and not counselors. Since our counselors are not p-card holders, the only alternative would be for them to pay for the vehicle or use their personal vehicle and wait for reimbursement. We feel this is an undue burden on the counselors that the Agency desires to avoid.

I would like to set up an Emergency Purchase Open-end contract limited to a maximum value of \$5,000 so that we can continue to process ADO's to keep track of usage. This contract would only be utilized until we have the accounts set up with Hertz and transition to them as soon as possible. Use of either vendor will be dependent on which vendor has the lowest per unit cost once the Enterprise contract is finalized and posted for comparison.

Thank you for your consideration of this request. Please let me know if you need any further information. My phone number is 304-356-2103 if you would like to call.

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