

**From:** Sheets, Mike - Purchasing  
**Sent:** Friday, December 27, 2019 4:14 PM  
**To:** Kilpatrick, Robert P <[Robert.P.Kilpatrick@wv.gov](mailto:Robert.P.Kilpatrick@wv.gov)>  
**Cc:** Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>; Wines, Roger G <[Roger.G.Wines@wv.gov](mailto:Roger.G.Wines@wv.gov)>; Barry, William D <[William.D.Barry@wv.gov](mailto:William.D.Barry@wv.gov)>; Melton, Gregory L <[Gregory.L.Melton@wv.gov](mailto:Gregory.L.Melton@wv.gov)>; Jones, James R <[James.R.Jones@wv.gov](mailto:James.R.Jones@wv.gov)>  
**Subject:** RE: Emergency Chiller Repairs - Bldg 22 Tax Department

Bob,

Your emergency is approved. Please follow emergency purchasing procedures as found in the Purchasing Handbook and follow up with documentation for award within 30 days.

Regards,  
Mike

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

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**From:** Kilpatrick, Robert P <[Robert.P.Kilpatrick@wv.gov](mailto:Robert.P.Kilpatrick@wv.gov)>  
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**To:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
**Cc:** Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>; Wines, Roger G <[Roger.G.Wines@wv.gov](mailto:Roger.G.Wines@wv.gov)>; Barry, William D <[William.D.Barry@wv.gov](mailto:William.D.Barry@wv.gov)>; Melton, Gregory L <[Gregory.L.Melton@wv.gov](mailto:Gregory.L.Melton@wv.gov)>; Jones, James R <[James.R.Jones@wv.gov](mailto:James.R.Jones@wv.gov)>  
**Subject:** Emergency Chiller Repairs - Bldg 22 Tax Department

Mike (et al):

We have experienced a failure of the chiller system at our Building 22 (Lee & Dickinson Sts, downtown Charleston, offices of the Tax Department). Our immediate tests have revealed that the chiller barrel has cracked, filling both compressors with water, causing one to burn up and the other to be rendered useless. These circumstances leave us unable to regulate temperatures in the building.

The building is scheduled to have a full HVAC renovation project launched over this next year, one which will involve removing this recently failed chiller plus an older chiller which has been abandoned in place, to accommodate placement of a new rooftop unit to handle cooling.

Our plan to address this immediate failure, then, is to rent a new rooftop-mounted chiller unit, requiring the emergency contractor to remove both existing units (to economize the placement and usage of the

required crane) and transport them (to either our property or to Surplus, depending on what we work out in terms of disposition), to provide any structural modifications for a sufficiently sized rooftop chiller, place the rental chiller, perform all connections to provide satisfactory cooling for the building, provide maintenance of their rental unit during the estimated 9 months for which we'll require the rental unit, and then remove the unit at the termination of the rental (coordinating with the winning HVAC Renovations contractor). We estimate the total costs for this emergency purchase will be approximately \$150,000.00.

The Tax Department begins the busiest time of their work year in January, so our inability to maintain habitable temperatures in the building could result in their inability to occupy the building and perform their vital services for the State.

We request your permission to proceed with emergency procurement procedures to address this set of circumstances.

Thanks  
Bobk

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