

**From:** Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>  
**Sent:** Friday, May 29, 2020 12:10 PM  
**To:** [JHash@wvlottery.com](mailto:JHash@wvlottery.com)  
**Cc:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>; Totten, Mark L <[Mark.L.Totten@wv.gov](mailto:Mark.L.Totten@wv.gov)>  
**Subject:** FW: [External] Emergency purchase

Ms. Hash,

According to the attached letter dated 5-29-2020 WV lottery suffered a water main break outside of regular business hours and the agency retained a firm to address the immediate situation. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook, and provide all supporting documentation to this office within 30 days of this approval.

Please contact you buyer if you have any questions or concerns.

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

**From:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
**Sent:** Friday, May 29, 2020 11:41 AM  
**To:** Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>  
**Subject:** Fw: [External] Emergency purchase

Frank,

Just saw this. Haven't opened the Word doc.

Mike

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**From:** Jodi Hash <[JHash@wvlottery.com](mailto:JHash@wvlottery.com)>  
**Sent:** Friday, May 29, 2020 9:55 AM  
**To:** Harper, Linda B <[Linda.B.Harper@wv.gov](mailto:Linda.B.Harper@wv.gov)>; Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
**Subject:** [External] Emergency purchase

**CAUTION:** External email. Do not click links or open attachments unless you verify sender.

Please see attached memo.

Thank you,

*Jodi Hash*

*Procurement specialist, Senior  
WV Lottery Finance Division  
PO Box 2067 Charleston, WV 25302  
304-558-0500 ext. 354*



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P.O. BOX 2067  
CHARLESTON, WV 25327

JOHN A. MYERS  
DIRECTOR

PHONE: 304.558.0500  
wvlottery.com

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TO: MIKE SHEETS  
FROM: JODI HASH  
DATE: MAY 29,2020  
RE: EMERGENCY PURCHASE

The WV Lottery would like to inform Purchasing that there has been a water main break in front of the Lottery building located at 900 Pennsylvania Ave., Charleston. This break was caused by a third party installing fiber optic cable under the street. WV American Water was called on site and determined that the break occurred on the Lottery's side of the line, and informed our staff that it was our responsibility to fix. Due to the severity of the situation, we determined it necessary to follow emergency purchasing guideline and have Brewer & Company come to correct the situation before working hours. We are unsure of the cost at this point in time, but it will take the majority of the day to correct from what they have determined. They have already called in a subcontractor to excavate the pipe, and Crosier's is supposed to deliver portable bathrooms and hand-wash station, as there is no water in the Lottery building.

Our building manager has spoken with the project manager of this company, and we will be working with them to get reimbursement for costs incurred. We do not have specific details on this yet.

Thank you.