

From: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Sent: Wednesday, April 22, 2020 4:32 PM
To: Lipscomb, Donna M <Donna.M.Lipscomb@wv.gov>
Cc: Meadows, James D <James.D.Meadows@wv.gov>; Atkins, Mark A <Mark.A.Atkins@wv.gov>; Lyle, Tara L <Tara.L.Lyle@wv.gov>; Jones, Jennelle H <Jennelle.H.Jones@wv.gov>; Totten, Mark L <Mark.L.Totten@wv.gov>
Subject: RE: Request for Emergency Contract for RECMGT SWC

Donna,

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

From: Lipscomb, Donna M <Donna.M.Lipscomb@wv.gov>
Sent: Wednesday, April 22, 2020 11:49 AM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Cc: Meadows, James D <James.D.Meadows@wv.gov>; Atkins, Mark A <Mark.A.Atkins@wv.gov>; Lyle, Tara L <Tara.L.Lyle@wv.gov>; Jones, Jennelle H <Jennelle.H.Jones@wv.gov>
Subject: Request for Emergency Contract for RECMGT SWC

Mr. Mike Sheets, Purchasing Director
2019 Washington Street, East
Charleston, WV 25305

Re: Statewide Contract for Records Management Services (RECMGT-EMG)

Dear Mr. Sheets,

The West Virginia Office of Technology (WVOT) is requesting an emergency one-year contract with Iron Mountain, Incorporated under the same terms and conditions as the existing contract.

The current contract expires in November 2020. This emergency contract is needed because there would not be sufficient time for the transfer of records from the Iron Mountain facility to another facility, should Iron Mountain not be the successful vendor in rebid. Due to the coronavirus pandemic, and the required "Stay at Home" orders issued by the Governor, there has been a delay in the release of the Request for Quotation (RFQ) for records management services. To facilitate an environment that is fair to all potential vendors, an emergency contract is warranted as a minimum of 8 months will be required to transfer the 192,493 cartons of records currently in storage. Without an emergency contract in place, it would be difficult for other vendors to bid on the services and arrange for transfer of existing inventory before the current contract expires. The RFQ for rebid of the statewide records storage contract is expected to be released for bid by June 1, 2020.

Thank you very much for your consideration of this request for a one-year emergency contract. If you have any questions, or need any additional information prior to making a determination, please do not hesitate to contact me.

Donna M. Lipscomb

Records Management Program Manager

1900 Kanawha Boulevard, East

Charleston, WV 25305

304-957-8168