

From: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Sent: Thursday, June 24, 2021 4:33 PM
To: Monroe, Steven E <Steven.E.Monroe@wv.gov>
Cc: Whittaker, Frank M <Frank.M.Whittaker@wv.gov>; Davis, Georgina <Georgina.Davis@wv.gov>; James, Kristy E <Kristy.E.James@wv.gov>; Harper, Linda B <Linda.B.Harper@wv.gov>; Totten, Mark L <Mark.L.Totten@wv.gov>
Subject: RE: DMV Emergency Purchase Request

Mr. Monroe,

Your emergency is approved. Please process in accordance with emergency purchasing procedures as found in the Purchasing Handbook, providing the documentation for award to your Buyer within 30 days. Additionally, since this emergency is occasioned by a vendor failing to perform, please file a vendor performance report at your earliest convenience.

Regards,
Mike

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

Phone: (304) 558-0492
Fax: (304) 558-4115

From: Monroe, Steven E <Steven.E.Monroe@wv.gov>
Sent: Thursday, June 24, 2021 3:42 PM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Cc: Whittaker, Frank M <Frank.M.Whittaker@wv.gov>; Davis, Georgina <Georgina.Davis@wv.gov>; James, Kristy E <Kristy.E.James@wv.gov>; Harper, Linda B <Linda.B.Harper@wv.gov>
Subject: DMV Emergency Purchase Request

Good afternoon Mr. Sheets.

Please see the attached emergency purchase request and request to purchase off statewide contract.

Please let me know if you have any questions.

Thank you in advance for your consideration.

Steve Monroe
Executive Assistant to the Commissioner
West Virginia Division of Motor Vehicles
5707 MacCorkle Avenue, S.E.
Charleston, WV 25304
(304)926-3852

Steven.e.monroe@wv.gov



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Motor Vehicles

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Byrd E. White, III
Secretary of Transportation

June 24, 2021

MEMORANDUM

TO: Kristy James, DOT Procurement

FROM: Steve Monroe, DMV *SM*

SUBJECT: Request for Waiver and Emergency Purchase Security Guards – Regional Office Locations

The Division of Motor Vehicles (DMV) requests approval for a waiver to not utilize the statewide contract and an emergency purchase to provide Security Guard Services at three regional DMV offices: Moundsville Regional Office, Martinsburg Regional Office, and Charles Town Regional Office from July 1, 2021 through December 31, 2021.

DMV currently obtains security guards using the statewide contract CMA 0212 SECSVS19 awarded to G4S Secure Solutions USA, Inc. at the Kanawha City Headquarters location, the Kanawha City Regional Office location, and the Winfield Regional Office location. They will provide a guard for the Parkersburg Regional Office location beginning July 1, 2021.

We have been working with G4S Secure Solutions USA, Inc. since the beginning of April 2021 in trying to find guards for these locations. After multiple attempts by the vendor to recruit guards including adding a \$500 sign on bonus, and later increasing it to \$1500, they have been unsuccessful. G4S continues the recruiting process but has stated they are unable to fulfill our request at this time.

It is DMV's mission to provide a secure environment for the citizens of West Virginia that utilize these facilities and to ensure critical services go uninterrupted. Due to some recent incidents at these regional offices, it is imperative that we provide this additional layer of assurance.

After extensive research, we have located a vendor that can provide the service at all three locations. Securitas Security Services USA, Inc. is a registered vendor (00000222219) currently active and in compliance. They have quoted \$25.89 per hour, per security guard, per location. Total estimated cost for 6 months at each location: Martinsburg Regional Office \$30,368.97, Moundsville Regional Office \$27,339.84, and Charles Town Regional Office \$27,339.84. Total overall cost estimated at \$85,048.65.

DMV hopes this is enough information to allow you to authorize the waiver and an emergency purchase of security guard services for July 1, 2021 through December 31, 2021.

Please call me at (304)926-3852 if you have any questions.