

From: Whittaker, Frank M <Frank.M.Whittaker@wv.gov>
Sent: Thursday, September 24, 2020 4:34 PM
To: James, Kristy E <Kristy.E.James@wv.gov>
Cc: Estep, John W <John.W.Estep@wv.gov>; Lyle, Tara L <Tara.L.Lyle@wv.gov>; Totten, Mark L <Mark.L.Totten@wv.gov>
Subject: RE: Rt. 35 Roof Emergency Purchase

Kristy,

Your emergency request is approved. Please follow the emergency procedures outlined in the Purchasing Division Handbook and send all supporting documents to this office within 30 days of this approval for processing.

Thank you,

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

From: Lyle, Tara L <Tara.L.Lyle@wv.gov>
Sent: Thursday, September 24, 2020 3:09 PM
To: Whittaker, Frank M <Frank.M.Whittaker@wv.gov>
Cc: Estep, John W <John.W.Estep@wv.gov>
Subject: FW: Rt. 35 Roof Emergency Purchase

Frank,

See emergency request from DOH.

I haven't reviewed anything in its entirety.

Thanks,
Tara

From: James, Kristy E <Kristy.E.James@wv.gov>
Sent: Thursday, September 24, 2020 02:44 PM
To: Lyle, Tara L <Tara.L.Lyle@wv.gov>; Estep, John W <John.W.Estep@wv.gov>
Cc: Lewis, Tina L <Tina.L.Lewis@wv.gov>; King, Dessie G <Dessie.G.King@wv.gov>
Subject: FW: Rt. 35 Roof Emergency Purchase

Tara,

We are requesting permission to proceed with an emergency repair to our US Rt. 35 HQ building. See the explanation below.

The District was trying to mitigate the situation, but since the initial damage occurred, the problem is getting worse. The District reported the issue to us on 9/2 and we instructed them to get some quotes for the repairs. Since our initial conversation, the building has sustained additional damage.

If the emergency is approved, we would like to issue a purchase order to the lowest bid. Please let me know if you need additional information for the consideration of this emergency.

Thanks

From: King, Dessie G <Dessie.G.King@wv.gov>
Sent: Thursday, September 24, 2020 1:58 PM
To: James, Kristy E <Kristy.E.James@wv.gov>
Cc: Lewis, Tina L <Tina.L.Lewis@wv.gov>
Subject: Rt. 35 Roof Emergency Purchase
Importance: High

We are seeking approval to make an emergency purchase to replace a roof at US Rt. 35 HQ. During the storm that occurred on August 26, 2020, approximately $\frac{3}{4}$ of the roof was blown off. Our Buildings and Grounds section has done as much damage control as possible. There are several parts are leaking and cannot be temporarily fixed. Additional parts of the roof continue to blow off which is making the situation worse and becoming an even larger problem. We originally requested emergency approval on 9/2/20. This will be an insurance claim. We anticipate the cost to be approximately \$150,000.00.

Do we have approval to proceed as an emergency purchase. If you need further information please let me know.

Thanks

Dessie G. King

Comptroller

WV DOH District One

Ph: 304-205-6976

Fax: 304-558-3049

Email: Dessie.g.king@wv.gov

