

From: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Sent: Tuesday, February 23, 2021 2:55 PM
To: Dmalcomb <Dmalcomb@WVPublic.org>
Cc: Whittaker, Frank M <Frank.M.Whittaker@wv.gov>; Smith, Dusty J <Dusty.J.Smith@wv.gov>; Totten, Mark L <Mark.L.Totten@wv.gov>
Subject: RE: [External] Need approval for an emergency repair.

Dale,

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

Regards,
Mike

From: Dale Malcomb <dmalcomb@wvpublic.org>
Sent: Tuesday, February 23, 2021 2:51 PM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Cc: Whittaker, Frank M <Frank.M.Whittaker@wv.gov>; Smith, Dusty J <Dusty.J.Smith@wv.gov>
Subject: [External] Need approval for an emergency repair.
Importance: High

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

Mr. Sheets:

Attached is a request for the emergency purchase of a tower crew to remove a dish that was damaged by ice over the weekend. It is creating a hazard to on-site personnel.

Thank you.

Dale Malcomb

Purchasing Coordinator

Director of Information Technology

Fleet Coordinator

Phone: (304) 254-7858

Cell: (304) 222-9252

dmalcomb@wvpublic.org

West Virginia Public Broadcasting

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www.wvpublic.org

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Mike Sheets
Purchasing Director
West Virginia Purchasing Division
Phone: (304) 558-0492
Email: William.M.Sheets@wv.gov

February 23rd, 2021

Dale Malcomb
Purchasing Coordinator
Phone: (304) 254-7858
Cell: (304) 222-9252
Email: DMalcomb@WVPublic.Org

Re: EBA69235r2 / CPO 0439 EBA2100000010, WVPB Tower Crew to install a TV antenna at Barkers Ridge; emergency change order.

Mr. Sheets:

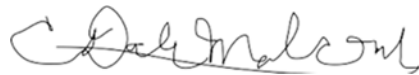
Our agency is having an antenna replaced at our Barker's Ridge tower under CPO 0439 EBA2100000010. On 2/19/21 falling ice damaged an eight-foot dish creating dangerous conditions. The large Radome on the dish is now partially detached and flapping in the wind. If it blows off it could seriously injure on-site personnel.

We would like to have the tower crew that is already on site remove this dish. This will eliminate the danger as well as save us the deployment and rigging costs of another tower crew. We will handle the installation of the replacement dish separately when we have it.

We are requesting your approval to process a change order to our current contract as an emergency. We expect this work to cost less than \$5,000.00. If approved, we will follow purchasing procedures as found in the Handbook and follow up with documentation within thirty days.

Thank you for your time and consideration.

Sincerely,



C. Dale Malcomb