From: Sheets (Purchasing), Mike < william.m.sheets@wv.gov >

Date: Fri, Sep 10, 2021 at 9:47 AM

Subject: Re: Emergency Purchase Request to Purchase Vehicle - Off Contract

To: Kelly Vickers < Kelly. Vickers@wvsao.gov >

Cc: Whittaker, Frank M < <u>Frank.M.Whittaker@wv.gov</u>>, Pettrey, Melissa K < <u>melissa.k.pettrey@wv.gov</u>>, Totten, Mark L < <u>mark.l.totten@wv.gov</u>>

# Kelly,

You are approved for an emergency vehicle purchase - contingent on Fleet approval of the replacement. The standard for an emergency purchase is three bids, where possible, so this is not an approval of a specific vehicle or vendor. Please follow emergency purchasing guidelines as found in the Handbook and follow up with documentation for award within 30 days.

Regards, Mike

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

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

On Fri, Sep 10, 2021 at 9:24 AM Kelly Vickers < Kelly.Vickers@wvsao.gov > wrote:

Good Morning Gentlemen – per Mr. Atkins' instruction, I am requesting permission on behalf of the WV State Auditor's Office to purchase a 2020 RAM ProMaster Cargo Van as an emergency purchase from Walker Chrysler Dodge Jeep Ram in Hurricane, WV. As you will see from my previous correspondence with Mr. Atkins, our current vehicle is a 2002 GMC 15 Passenger Van that is experiencing multiple service issues and causing not only interruptions in our daily operations but also safety concerns for our employees driving the vehicle. Currently, there is no vehicle on the MVTRUCK21 Statewide Contract that fully meets our needs and we had originally intended to seek a waiver to purchase off-contract.

We feel this purchase qualifies under the emergency purchase consideration due to the limited availability of the vehicle and the significant safety risk posed to our employees by continuing to drive the current 2002 Van. Walker has agreed to hold the van for us for a short time while we seek approval to purchase but if we do not act quickly, they will release the vehicle for public sale. To date, we have found no other comparable vehicle in stock in the area and are being told backorders are out as far as six months minimum.

We request approval to proceed with the immediate, emergency purchase of the vehicle directly from Walker. Thank you for your consideration of this matter. Should you have any questions or require any additional information, please feel free to contact me at your convenience.

Thank you

Kelly Vickers

Director of Purchasing

& Asset Management

WV State Auditor's Office State Capitol – Building 1, Suite W-100 1900 Kanawha Blvd., East



# State of Mest Virginia John B. McCuskey State Auditor

Office of the State Auditor State Capitol, Building 1, Suite W-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305

Telephone: (304) 558-2251 Fax: (304) 558-5200 www.wysao.gov

Toll Free: (877) 982-9148

September 9, 2021

West Virginia Purchasing Division Mike Sheets, Director 219 Washington Street, East Charleston, WV 25304

RE: Request to Purchase Off-Contract

Dear Director Sheets:

The West Virginia State Auditor's Office (WVSAO) seeks to replace our 2002 GMC 15 Passenger Van due to age, mileage, and maintenance issues. We have reviewed the vehicles available for purchase on the MVTRUCK21 Statewide Contract and have found no suitable option for our specific agency needs. Furthermore, it is our understanding that the vehicles provided as options on the MVTRUCK21 Statewide Contract are backordered up to six months due to the various disruptions to the supply chain as related to COVID19.

Our agency has located a 2020 RAM ProMaster Cargo Van in stock for immediate delivery at Walker Chrysler Dodge Jeep Ram in Hurricane, West Virginia. The list price is comparable to other vehicles in this class and again, is available for immediate delivery. The expedient replacement of our existing van is imperative, as the vehicle continues to experience maintenance issues requiring service. Most recently, the ignition switch had to be replaced, leaving the van stranded on the loading dock of the Capitol Complex until it could be transported for service. It is our concern that the continued maintenance issues are not only creating delivery and transport issues for our agency, but also safety issues for our drivers.

We request permission to purchase the above mentioned vehicle separate of the MVTRUCK21 Statewide Contract. Your prompt review and approval is greatly appreciated. Should you have any questions, please feel free to contact my office at your convenience.

Thank you,

Director of Purchasing

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### 2020 RAM ProMaster Cargo

2500 159 WB 3dr High Roof Cargo Van • ■ Request mileage

Walker Chrysler Dodge Jeep (https://www.carsforsale.com/used-car-dealer/walker-chrysler-dodge-jeep-hurricane-wv-d681983)

(304) 397-8109

Hurricane, WV



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\$40,115

\$525/mo\*

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Email Seller Text Seller

(https://twitter.com/share? url=https%3A%2F%2Fwww.carsforsale.com%2Fvehicle%2Fdetails%2F67626604%3Futm\_source%3Dtwitter%26utm\_medium%3Dsocial\_vdp%26utm\_campaign%3Dcfs\_vdp%26utm\_content%3D681983) First Name \* Last Name \*

Email Address \* Email Address \*

Phone

I'm interested and want to know more about the 2020 RAM ProMaster Cargo you have listed for \$40,115 on Cars For Sale.

117 / 1000

Do you have a trade-in?

SEND EMAIL

Email me price drops for this vehicle

MAKING FRIENDS ONE DEAL AT A TIME

2020 RAM ProMaster Cargor Dodge Jeep

SELLER INFO Walker Chrysler Dodge Jeep

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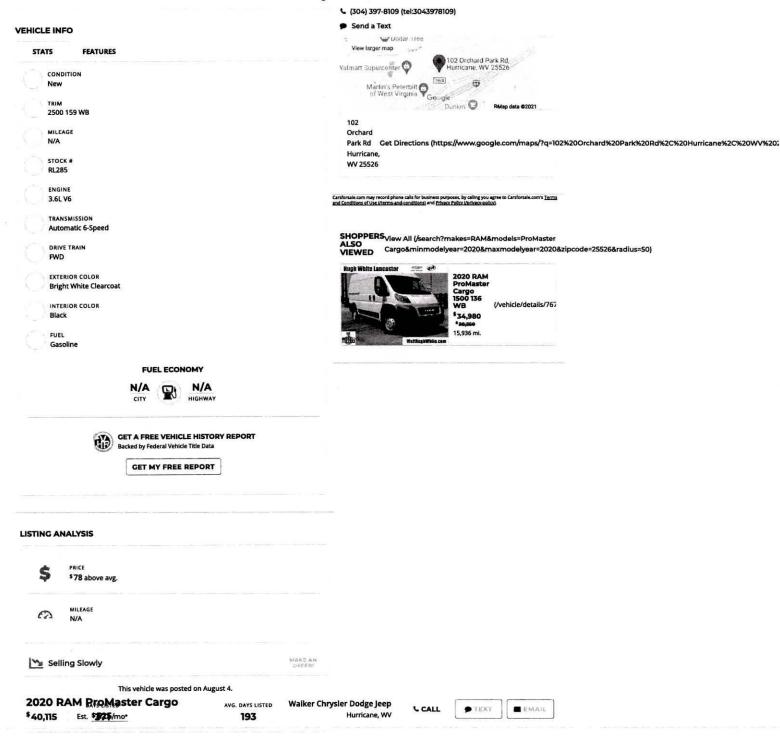
dealer/Walker-chrysler-dodge-jeep-hurricane-wvd681983)

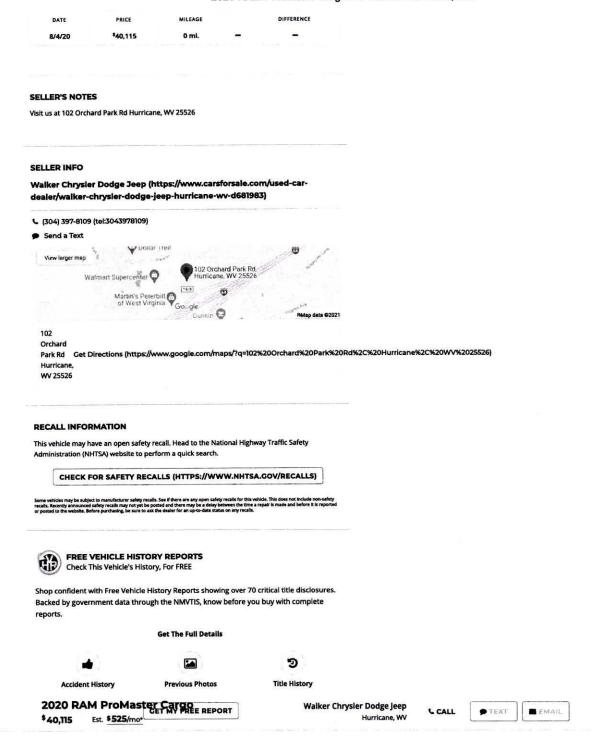
Est. \$525/mo\* Hurricane, WV - View Seller > \$40,115

> \$40,115 ↑ \$78 above avg.

\$525/mo\* Calculator >

https://www.carsforsale.com/vehicle/details/67626604







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## RESERVIRAGE ProMaster Cargo

Free Sill 5 Sale (Strick 525/202ale)

Walker Chrysler Dodge Jeep Hurricane, WV

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