

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Tue, Dec 21, 2021 at 11:12 AM
Subject: Re: FW: Security Guards for DMV Regional Offices
To: Monroe, Steven E <Steven.e.monroe@wv.gov>
Cc: Mike M Sheets (Purchasing) <william.m.sheets@wv.gov>, Linda B Harper <linda.b.harper@wv.gov>, Georgina Davis <Georgina.Davis@wv.gov>, Kristy E James <kristy.e.james@wv.gov>

Steve,

Your emergency request for security guards at the Martinsburg, Charles Town, and Moundsville is approved for a 3 month period from January 1, 2022 through March 31, 2022. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return all supporting documentation to this office within 30 days of this approval for processing.

Please continue to work with the state contract holder during the emergency period to ensure they have staff available to meet your future needs. As always, the agency should document any unresolved vendor performance issues on a WV-82 form and provide it with any supporting documentation to this office.

Thank you,

Frank Whittaker CPPB
Assistant Director
West Virginia Purchasing Division

On Tue, Dec 21, 2021 at 8:38 AM Monroe, Steven E <Steven.e.monroe@wv.gov> wrote:

Good morning Mr. Sheets.

Please see the attached emergency purchase request. We were informed last week by Allied Universal Security Services that they are not able to provide security guards for a few of our offices.

As always, contact me if you have any questions or concerns.

Thank you in advance for your consideration.

----- Forwarded message -----

From: **Smith, Dusty J** <dusty.j.smith@wv.gov>
Date: Mon, Dec 20, 2021 at 1:08 PM

Subject: Fwd: FW: Security Guards for DMV Regional Offices
To: Davis, Georgina <georgina.davis@wv.gov>, Steven E Monroe
<Steven.e.monroe@wv.gov>, Kristy E James <kristy.e.james@wv.gov>, Mark A Waid
<mark.a.waid@wv.gov>

fyi

Thank you,

Dusty Smith
304.414.6859

----- Forwarded message -----

From: **Atkins, Mark A** <mark.a.atkins@wv.gov>
Date: Mon, Dec 20, 2021 at 1:04 PM
Subject: Fwd: FW: Security Guards for DMV Regional Offices
To: Dusty J Smith <dusty.j.smith@wv.gov>

Hello Dusty,

Your request for a waiver from the statewide contract SECSVS19A for the purchase of Security Guard Services is approved. Per the attached documentation, it appears that the current vendor cannot supply guards in the locations listed in the attachments. Please follow appropriate bidding procedures prescribed by and included in the Purchasing Division Handbook and keep a copy of this approval with the file.

Thanks,

Mark

----- Forwarded message -----

From: **Smith, Dusty J** <dusty.j.smith@wv.gov>
Date: Mon, Dec 20, 2021 at 11:58 AM
Subject: Fwd: FW: Security Guards for DMV Regional Offices
To: Mark A Atkins <mark.a.atkins@wv.gov>

I sent it to the wrong Mark on Friday.

Thank you,

Dusty Smith
304.414.6859

----- Forwarded message -----

From: **Smith, Dusty J** <dusty.j.smith@wv.gov>
Date: Fri, Dec 17, 2021 at 3:41 PM
Subject: Fwd: FW: Security Guards for DMV Regional Offices
To: Mark A Waid <mark.a.waid@wv.gov>

Please review

Thank you very much.

Thank you,

Dusty Smith
304.414.6859

----- Forwarded message -----

From: **Davis, Georgina** <georgina.davis@wv.gov>
Date: Fri, Dec 17, 2021 at 2:37 PM
Subject: Fwd: FW: Security Guards for DMV Regional Offices
To: Dusty J Smith <dusty.j.smith@wv.gov>, Mark A Waid <mark.a.waid@wv.gov>, Kristy E James <Kristy.E.James@wv.gov>, Steven E Monroe <Steven.e.monroe@wv.gov>

----- Forwarded message -----

From: **Wimer, Charles** <Charles.Wimer@aus.com>
Date: Tue, Dec 14, 2021 at 11:55 AM
Subject: RE: FW: Security Guards for DMV Regional Offices
To: Davis, Georgina <georgina.davis@wv.gov>
Cc: Bailey, Shawn <Shawn.Bailey@aus.com>, Silvers, Heath <Heath.Silvers@aus.com>, Sowards, James <James.Sowards@aus.com>

Georgina,

Unfortunately, we do not have any available officer in those areas and are recruiting new ones to staff them.

Sincerely,
Chuck

Chuck Wimer
Branch Manager, West Virginia

2333 MacCorkle Avenue, St. Albans, WV 25177
Allied Universal Security Services
C: 502.645.2308 | E: Charles.Wimer@aus.com
www.AUS.com

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From: Davis, Georgina <georgina.davis@wv.gov>
Sent: Monday, December 13, 2021 11:52
To: Wimer, Charles <Charles.Wimer@aus.com>
Subject: Re: FW: Security Guards for DMV Regional Offices

Good morning
Just following up to see if you will be able to meet the start date of January 1?
If so, please let me know so I can get the paperwork processed.
Thanks
Georgie

--

Georgie

Georgina Davis
Procurement Specialist
West Virginia Division of Motor Vehicles
5707 MacCorkle Avenue, S.E.
Charleston, WV 25304
(304) 352-5691
georgina.davis@wv.gov

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Steve Monroe
Director, Management Services
5707 MacCorkle Avenue, S.E.
Charleston, WV 25304

(304)352-5948

steven.e.monroe@wv.gov



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION


Division of Motor Vehicles

5707 MacCorkle Avenue, Southeast
Post Office Box 17300
Charleston, West Virginia 25317-0010 • (304) 558-3900
TDD: (800) 742-6991 • (800) 642-9066

December 15, 2021

MEMORANDUM

TO: Kristy James, DOT Procurement

FROM: Steve Monroe, DMV 

SUBJECT: Request for Waiver and Extension to 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 for an extension to our previously approved emergency purchase to provide Security Guard Services at three regional offices; Moundsville Regional Office, Martinsburg Regional Office and Charles Town Regional Office from January 1, 2022 through June 3, 2022.

The statewide contract CMA 0212 SECSVS19A currently provides security guards through the vendor, Universal Protection Service, LP at the Kanawha City Headquarters location, the Kanawha City Regional Office location, the Winfield Regional Office location and the Parkersburg Regional Office location.

We have been working with Universal Protection Service, LP in trying to find guards for these locations. Universal Protection Service, LP continues the recruiting process, but has stated they are unable to fulfill our request at this time. We currently are utilizing two different companies to provide the security guard services at these offices; B3 Security Group, LLC for the Martinsburg and Charles Town Regional office locations and McKeen Security for the Moundsville Regional Office location.

Due to some recent incidents at regional offices, it is DMV's mission is to provide a secure environment for the citizens of West Virginia that utilize these facilities and to ensure continued services go uninterrupted.

DMV hopes this is enough information to allow you to authorize the waiver and extension to our previously approved emergency purchase of security guard services for January 1, 2022 through June 30, 2021.

Please call me at (304)352-5948 if you have any questions.

B3 Security Group LLC

PO Box 1507
Lewisburg, WV 24901

Estimate

Date	Estimate #
12/16/2021	121621.01

Name / Address
Manager Division of Motor Vehicles Purchasing / Accounts Payable 1317 Hansford St Charleston, WV 25301

			Project
Description	Qty	Cost	Total
Charles Town			
One (1) Security Officer 01/03/22-01/07/22	45	22.00	990.00
One (1) Security Officer 01/10/22-01/14/22	45	22.00	990.00
One (1) Security Officer 01/17/22-01/21/22	36	22.00	792.00
One (1) Security Officer 01/24/22-01/28/22	45	22.00	990.00
One (1) Security Officer 01/31/22-02/04/22	45	22.00	990.00
One (1) Security Officer 02/07/22-02/11/22	45	22.00	990.00
One (1) Security Officer 02/14/22-02/18/22	45	22.00	990.00
One (1) Security Officer 02/21/22-02/25/22	45	22.00	990.00
One (1) Security Officer 02/28/22-03/04/22	45	22.00	990.00
One (1) Security Officer 03/07/22-03/11/22	45	22.00	990.00
One (1) Security Officer 03/14/22-03/18/22	45	22.00	990.00
One (1) Security Officer 03/21/22-03/25/22	45	22.00	990.00
One (1) Security Officer 03/28/22-04/01/22	45	22.00	990.00
One (1) Security Officer 04/04/22-04/08/22	45	22.00	990.00
One (1) Security Officer 04/11/22-04/15/22	45	22.00	990.00
One (1) Security Officer 04/18/22-04/22/22	45	22.00	990.00
One (1) Security Officer 04/25/22-04/29/22	45	22.00	990.00
One (1) Security Officer 05/02/22-05/06/22	45	22.00	990.00
One (1) Security Officer 05/09/22-05/13/22	36	22.00	792.00
One (1) Security Officer 05/16/22-05/20/22	45	22.00	990.00
One (1) Security Officer 05/23/22-05/27/22	45	22.00	990.00
One (1) Security Officer 05/30/22-06/03/22	36	22.00	792.00
One (1) Security Officer 06/06/22-06/10/22	45	22.00	990.00
One (1) Security Officer 06/13/22-06/17/22	45	22.00	990.00
One (1) Security Officer 06/20/22-06/24/22	36	22.00	792.00
One (1) Security Officer 06/27/22-06/30/22	36	22.00	792.00
		Total	\$24,750.00

Customer Signature _____

B3 Security Group LLC

PO Box 1507
Lewisburg, WV 24901

Estimate

Date	Estimate #
12/16/2021	121621.02

Name / Address
Manager Division of Motor Vehicles Purchasing / Accounts Payable 1317 Hansford St Charleston, WV 25301

			Project
Description	Qty	Cost	Total
Martinsburg			
One (1) Security Officer 01/03/22-01/08/22	49	22.00	1,078.00
One (1) Security Officer 01/10/22-01/15/22	49	22.00	1,078.00
One (1) Security Officer 01/17/22-01/22/22	40	22.00	880.00
One (1) Security Officer 01/24/22-01/29/22	49	22.00	1,078.00
One (1) Security Officer 01/31/22-02/05/22	49	22.00	1,078.00
One (1) Security Officer 02/07/22-02/12/22	49	22.00	1,078.00
One (1) Security Officer 02/14/22-02/19/22	49	22.00	1,078.00
One (1) Security Officer 02/21/22-02/26/22	49	22.00	1,078.00
One (1) Security Officer 02/28/22-03/05/22	49	22.00	1,078.00
One (1) Security Officer 03/07/22-03/12/22	49	22.00	1,078.00
One (1) Security Officer 03/14/22-03/19/22	49	22.00	1,078.00
One (1) Security Officer 03/21/22-03/26/22	49	22.00	1,078.00
One (1) Security Officer 03/28/22-04/02/22	49	22.00	1,078.00
One (1) Security Officer 04/04/22-04/09/22	49	22.00	1,078.00
One (1) Security Officer 04/11/22-04/16/22	49	22.00	1,078.00
One (1) Security Officer 04/18/22-04/23/22	49	22.00	1,078.00
One (1) Security Officer 04/25/22-04/30/22	49	22.00	1,078.00
One (1) Security Officer 05/02/22-05/07/22	49	22.00	1,078.00
One (1) Security Officer 05/09/22-05/14/22	40	22.00	880.00
One (1) Security Officer 05/16/22-05/21/22	49	22.00	1,078.00
One (1) Security Officer 05/23/22-05/28/22	49	22.00	1,078.00
One (1) Security Officer 05/30/22-06/04/22	40	22.00	880.00
One (1) Security Officer 06/06/22-06/11/22	49	22.00	1,078.00
One (1) Security Officer 06/13/22-06/18/22	49	22.00	1,078.00
One (1) Security Officer 06/20/22-06/25/22	40	22.00	880.00
One (1) Security Officer 06/27/22-06/30/22	36	22.00	792.00
		Total	\$26,950.00

Customer Signature _____