

From: **Lyle, Tara L** <tara.l.lyle@wv.gov>
Date: Fri, Mar 18, 2022 at 10:08 AM
Subject: Fwd: Emergency Purchase Request for Security Guards
To: <Steven.e.monroe@wv.gov>
Cc: <Georgina.Davis@wv.gov>, <dotprocurement@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 April 1, 2022 through June 30, 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.

Thanks,
Tara Lyle, Buyer Supervisor
WV Purchasing Division
2019 Washington Street, East
Capitol Complex, Building 15
Charleston, WV 25305
304-558-2544

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

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Fri, Mar 18, 2022 at 9:36 AM
Subject: Fwd: Emergency Purchase Request for Security Guards
To: Lyle, Tara L <tara.l.lyle@wv.gov>

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

From: **Monroe, Steven E** <Steven.e.monroe@wv.gov>
Date: Tue, Mar 15, 2022 at 2:38 PM
Subject: Emergency Purchase Request for Security Guards
To: Mike M Sheets (Purchasing) <william.m.sheets@wv.gov>, Frank M Whittaker
<frank.m.whittaker@wv.gov>
Cc: Jessica L Hovanec <jessica.l.hovanec@wv.gov>, Georgina Davis
<Georgina.Davis@wv.gov>, DOT Procurement <dotprocurement@wv.gov>

Good afternoon Mike and Frank.

Please see the attached emergency purchase request to obtain security guards for a couple of our regional offices.

Thank you in advance for your kind consideration.

--

Steve Monroe
Director, Management Services
5707 MacCorkle Avenue, S.E.
Charleston, WV 25304
(304)352-5948
steven.e.monroe@wv.gov



Davis, Georgina <georgina.davis@wv.gov>

RE: FW: Security Guards for DMV Regional Offices

1 message

Bailey, Shawn <Shawn.Bailey@aus.com>

Tue, Mar 15, 2022 at 11:49 AM

To: "Davis, Georgina" <georgina.davis@wv.gov>, "Reed, Bryan" <Bryan.Reed@aus.com>, "Shannon, Travis" <Travis.Shannon@aus.com>

Cc: "Wimer, Charles" <Charles.Wimer@aus.com>, "Sowards, James" <James.Sowards@aus.com>

We have not been able to find applicants in that area. We are continuing to look.

Shawn Bailey

Client Manager, West Virginia

2333 MacCorkle Avenue, St. Albans, WV 25177

Allied Universal Security ServicesC: 606.225.3048 | E: shawn.bailey@aus.comwww.AUS.com

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From: Davis, Georgina <georgina.davis@wv.gov>**Sent:** Tuesday, March 15, 2022 9:14 AM**To:** Reed, Bryan <bryan.reed@aus.com>; Shannon, Travis <Travis.Shannon@aus.com>; Bailey, Shawn <Shawn.Bailey@aus.com>**Subject:** Fwd: FW: Security Guards for DMV Regional Offices

I got a response from Heath Silvers to contact one of you.

I just need to know if you can provide the security guard services beginning 4/1/22. I need a response ASAP.

Thank you!




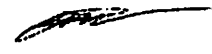
WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Motor Vehicles

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

March 15, 2022

MEMORANDUM

TO: Kristy James, DOT Procurement 

FROM: Steve Monroe, DMV 

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

The Division of Motor Vehicles (DMV) requests approval to not utilize the statewide contract and for an emergency purchase to provide Security Guard Services at three regional offices; Moundsville Regional Office, Martinsburg Regional Office and Charles Town Regional Office from April 1, 2022 through June 30, 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.

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 emergency purchase of security guard services for April 1, 2022 through June 30, 2022.

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