

From: **Sheets (Purchasing), Mike** <[william.m.sheets@wv.gov](mailto:william.m.sheets@wv.gov)>  
Date: Mon, May 16, 2022 at 4:00 PM  
Subject: Re: Emergency Procurement Approval Request  
To: Perry, Rachel S <[rachel.s.perry@wv.gov](mailto:rachel.s.perry@wv.gov)>  
Cc: Toby L Welch <[toby.l.welch@wv.gov](mailto:toby.l.welch@wv.gov)>, Harry Evans <[h.tony.evans@wv.gov](mailto:h.tony.evans@wv.gov)>, Totten, Mark L <[mark.l.totten@wv.gov](mailto:mark.l.totten@wv.gov)>

Dear Rachel Perry,

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

Regards,

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

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

On Mon, May 16, 2022 at 1:40 PM Perry, Rachel S <[rachel.s.perry@wv.gov](mailto:rachel.s.perry@wv.gov)> wrote:  
Good morning! The WV Division of Forestry respectfully requests your approval for the emergency procurement of four (4) 2WD/4WD utility terrain vehicles and two (2) 4WD/6WD utility terrain vehicles for fire suppression. We processed a solicitation for each type of UTV and received no response. Due to limited availability of inventory we have been unable to obtain these through formal purchasing procedures. We are also needing to purchase these with expiring FY2022 funds.

The purchase of the UTVs for our fire suppression efforts is critical. They can get into areas to fight wildfires that traditional vehicles can not. The new 2WD/4WD UTVs would also be replacing those that are approaching the end of their lifespan. With the purchase of the 4WD/6WD UTVs we would equip them with water tanks to suppress forest fires in the state and also have the ability to send them with our crews for Western Fire Mobilization.

If you have any questions or concerns please let me know.

Thank you for your time and consideration.

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Rachel S. Perry  
WV Division of Forestry  
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Charleston, WV 25311  
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[rachel.s.perry@wv.gov](mailto:rachel.s.perry@wv.gov)