

From: **Sheets, William M** <william.m.sheets@wv.gov>
Date: Mon, Aug 16, 2021 at 12:22 PM
Subject: Re: Emergency Purchase Order Request
To: Jones, James R <james.r.jones@wv.gov>
Cc: <frank.m.whittaker@wv.gov>, Melissa K Pettrey <melissa.k.pettrey@wv.gov>, Roger Wines <roger.g.wines@wv.gov>, Kilpatrick, Robert P <Robert.P.Kilpatrick@wv.gov>, Dodson, William H <william.h.dodson@wv.gov>, Totten, Mark L <mark.l.totten@wv.gov>

Jamie,

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

Regards,
Mike

On Mon, Aug 16, 2021, 12:18 PM Jones, James R <james.r.jones@wv.gov> wrote:
Mike:

We have had a Mammoth unit at the DEP (Building 37) that is failing, which is critical to the daily operation of the building. We have been working with the vendor authorized to work on the building automation system in this building in troubleshooting and repairing issues as they arise, but are approaching agency delegated spend with this vendor.

As a result, I am requesting your approval to proceed in soliciting **emergency** bids to make necessary repairs to correct these issues.

Thank you,

James (Jamie) R. Jones
Procurement Administrator
General Services Division
(P) 304-352-5517
(F) 304-558-1475