

From: **Sheets (Purchasing), Mike** <william.m.sheets@wv.gov>
Date: Fri, Jun 10, 2022 at 10:46 AM
Subject: Fwd: Message from KM_C458
To: John S Caldwell <john.s.caldwell@wv.gov>
Cc: Bill C Robinson <bill.c.robinson@wv.gov>, Lyle, Tara L <tara.l.lyle@wv.gov>, Totten, Mark L <mark.l.totten@wv.gov>

Division of Public Transit,

The vendor, Rohrer, has not submitted information necessary for determination of a price change on a contract for which they submitted a firm fixed price. This has created an emergency situation as described in your letter.

Your emergency is approved. This approval is not an approval of Rohrer as a supplier, rather, it is an approval to process the emergency in accordance with the Handbook, providing 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

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

From: **Caldwell, John S** <john.s.caldwell@wv.gov>
Date: Fri, Jun 10, 2022 at 10:31 AM
Subject: Fwd: Message from KM_C458
To: Mike M Sheets (Purchasing) <william.m.sheets@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>
Cc: Bill C Robinson <bill.c.robinson@wv.gov>

Good morning. Attached is our request to use the emergency purchasing procedures. If you have any questions or need further information please feel free to contact me. thanks,

John Caldwell
Purchasing Officer
WV Division of Public Transit

1900 Kanawha Blvd. East
Building 5, Room 663
Charleston WV 25305
Ph: 304-414-8976
Fax: 304-558-0174
John.S.Caldwell@wv.gov

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From: <15017@wv.gov>
Date: Fri, Jun 10, 2022 at 10:28 AM
Subject: Message from KM_C458
To: <john.s.caldwell@wv.gov>



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Public Transit

1900 Kanawha Boulevard East • Building Five • Room 663
Charleston, West Virginia 25305-0432

Telephone: (304) 558-0428 FAX: (304) 558-0174
TDD: (800) 742-6991

William C. Robinson
Executive Director

Jimmy D. Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

June 10, 2022

Mike Sheets, Purchasing Director
West Virginia Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

Dear Mr. Sheets,

The West Virginia Division of Public Transit (WVDPT) has encountered a situation where it is necessary to request of your organization written approval to proceed with an emergency purchase for the purchase of five (5) 176" – 190" Wheelbase Cutaway Vehicles from Rohrer Enterprises at a cost of \$547,870.00.

Tri-River Transit Authority vehicles, that are being replaced by this procurement have all exceed their useful life by the Division's Asset Management Plan which is compliant with the Federal Transit Administration's requirements for asset management. Tri-River Transit Authority are replacing transmissions or conducting other major repairs on vehicles, this is a real safety concern because of the risks posed by an aging fleet. As we come out of the pandemic demand for services is increasing. Without safe, reliable vehicles, Tri-River Transit Authority won't be able to meet this communities' passengers' needs for transportation.

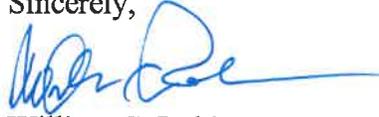
By way of illustration Tri-River Transit Authority is using service trucks to transport passenger's non-emergency medical trips.

WVDPT has inquired about doing a change order to increase the contract but in order for Purchasing Division to approve this request, they have requested we obtain original invoices from the vendor to show the cost increase. The manufacturer isn't able to produce the original invoices until the actual vehicle is built and this isn't acceptable by Purchasing Division.

Consequently, the WVDPT is asking the Division of Purchasing for approval of the emergency acquisition of these vehicles.

Thank you for your attention to, and consideration of, this request. If you have any questions concerning this request, please contact me at (304) 558-0428 or bill.c.robinson@wv.gov

Sincerely,



William C. Robinson
Executive Director

WCR/tjh