

From: **Sheets (Purchasing), Mike** <william.m.sheets@wv.gov>
Date: Mon, May 23, 2022 at 10:06 AM
Subject: Re: WVNF Parking Lot Lights
To: Clevenger, Michael A <michael.a.clevenger@wv.gov>
Cc: Peggy L Alexander <peggy.l.alexander@wv.gov>, Sherri A Reed <sherri.a.reed@wv.gov>, David H Pauline <david.h.pauline@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>, Totten, Mark L <mark.l.totten@wv.gov>

Michael,

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,

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 23, 2022 at 8:59 AM Clevenger, Michael A <michael.a.clevenger@wv.gov> wrote:

Mike, one emergency letter document is attached.

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Thank you,

Michael Clevenger
Procurement Supervisor
WV Veteran's Nursing Facility
One Freedom Way
Clarksburg, WV. 26301
(304) 626 1600 ext.3010



*West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg WV 26301*

May 23, 2022

Mike Sheets, Purchasing Director
WV Purchasing Division
1019 Washington Street, E.
Capitol Complex Building 15
Charleston, WV 25305

Re: Parking Lot Lights Repairs

Dear Director Sheets,

The West Virginia Veterans Nursing Facility has experienced a lightning strike that has disabled our parking lot lights. It has also caused an electrical back-feed into the breaker box resulting in a temperature of the box near 200 degrees, which is a fire concern. Not having lights in the parking lot is a safety concern not only for our staff, but residents as well.

The West Virginia Veterans Nursing Facility is requesting approval of an emergency purchase for an electrical contractor to make repairs as soon as possible.

While we do not know the exact cost, the vendor that installed the parking lot lights is working next door at the VAMC and has estimated a minimum of 10 hours labor. Parts would be an additional cost, if needed.

Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael A. Clevenger".

Michael A. Clevenger
Procurement Officer

cc: David Pauline
Tara Lyle