

From: **Lyle, Tara L** <[tara.l.lyle@wv.gov](mailto:tara.l.lyle@wv.gov)>  
Date: Fri, Aug 19, 2022 at 2:48 PM  
Subject: CRQS 23\*01 DMV  
To: Kristy E James <[kristy.e.james@wv.gov](mailto:kristy.e.james@wv.gov)>  
Cc: Steven E Monroe <[Steven.e.monroe@wv.gov](mailto:Steven.e.monroe@wv.gov)>, Georgina Davis  
<[Georgina.Davis@wv.gov](mailto:Georgina.Davis@wv.gov)>, David H Pauline <[david.h.pauline@wv.gov](mailto:david.h.pauline@wv.gov)>

Kristy,

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

Thanks,  
Tara

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

From: **James, Kristy E** <[kristy.e.james@wv.gov](mailto:kristy.e.james@wv.gov)>  
Date: Wed, Aug 17, 2022 at 7:08 AM  
Subject: CRQS 23\*01 DMV  
To: Tara L Lyle <[Tara.L.Lyle@wv.gov](mailto:Tara.L.Lyle@wv.gov)>, Frank M Whittaker  
<[frank.m.whittaker@wv.gov](mailto:frank.m.whittaker@wv.gov)>, Steven E Monroe <[steven.e.monroe@wv.gov](mailto:steven.e.monroe@wv.gov)>, Davis,  
Georgina <[Georgina.Davis@wv.gov](mailto:Georgina.Davis@wv.gov)>, David H Pauline <[david.h.pauline@wv.gov](mailto:david.h.pauline@wv.gov)>

Good Morning,

Attached is a request to proceed with an emergency purchase for janitorial services for the DMV Regional Offices until a new contract has been awarded.

Please let me know if you have any questions or if you need additional information.

Thanks

Kristy James  
WV DOT  
Procurement Officer  
304/414-7104



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Motor Vehicles**

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Everett J. Frazier  
Commissioner  
Division of Motor Vehicles

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

August 15, 2022

MEMORANDUM

TO: Kristy James, DOT Procurement Officer

A handwritten signature in blue ink that reads "Kristy James".

FROM: Steve Monroe, DMV Division Director

A handwritten signature in black ink that reads "Steve Monroe".

SUBJECT: Emergency Purchase Request for Janitorial

The Division of Motor Vehicles requests approval to process an emergency purchase to provide janitorial services for fourteen offices statewide for the months of August, September, and October 2022.

This request is being made because the statewide janitorial contract has not yet been awarded for FY2023. Janitorial services are critical to the operation of DMV facilities where the landlord does not provide these services. The total cost of this request is \$134,719.84.

Please contact me at 304-352-5948 if you have any questions.

Thank you in advance for your consideration of this request.