

From: **Atkins, Mark A** <mark.a.atkins@wv.gov>
Date: Wed, Aug 31, 2022 at 1:15 PM
Subject: Fwd: Emergency Procurement Approval Request
To: Rachel S Perry <rachel.s.perry@wv.gov>
Cc: Mark L Totten <mark.l.totten@wv.gov>, Toby L Welch <toby.l.welch@wv.gov>

Rachel,

Your request for an emergency purchase of 3 UTV's is approved. It is apparent from the email chain that procuring the 6 UTV's previously approved in the original request was unsuccessful and 3 are still needed. This emergency approval is specific to the 3 units still needed and is not for any particular brand, model, manufacturer, or vendor.

Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return all documentation to Toby Welch for processing within 30 days of this approval.

*Thanks,
Mark Atkins, Buyer Supervisor
WV Purchasing Division*

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

From: **Welch, Toby L** <toby.l.welch@wv.gov>
Date: Wed, Aug 31, 2022 at 1:07 PM
Subject: Fwd: Emergency Procurement Approval Request
To: Mark A Atkins <mark.a.atkins@wv.gov>

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From: **Perry, Rachel S** <rachel.s.perry@wv.gov>
Date: Thu, Aug 18, 2022 at 1:28 PM
Subject: Fwd: Emergency Procurement Approval Request
To: Mike M Sheets (Purchasing) <william.m.sheets@wv.gov>, Toby L Welch <toby.l.welch@wv.gov>
Cc: Harry Evans <h.tony.evans@wv.gov>, Sharon L Summers <sharon.l.summers@wv.gov>

The WV Division of Forestry respectfully requests an extension of the emergency purchase approval previously granted for the purchase of UTVs. We have only been

able to purchase 3 of the needed 6 UTVs due to the ongoing issue of limited inventory. Another new UTV only became available in the last week.

The UTVs are critical for our fire suppression efforts, especially with fall fire season fast approaching and having recently sent a crew to Northern California for Western Fire Mobilization. The UTVs can get to areas to combat wildfires that regular vehicles simply can not.

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

Thank you for your time and consideration.

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

From: **Sheets (Purchasing), Mike** <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>

Cc: Toby L Welch <toby.l.welch@wv.gov>, Harry Evans <h.tony.evans@wv.gov>,
Totten, Mark L <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> 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
7 Players Club Drive
Charleston, WV 25311
304-352-4872
rachel.s.perry@wv.gov

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Toby L. Welch, Senior Buyer
West Virginia Purchasing Division
2019 Washington Street East
Capitol Complex Building 15
Charleston, WV 25305
304-558-8802 ext 57522
Toby.L.Welch@wv.gov



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