

From: **Sheets (Purchasing), Mike** <william.m.sheets@wv.gov>
Date: Wed, Sep 7, 2022 at 10:34 AM
Subject: Re: Emergency Purchase approval request (Janitorial Services)
To: Jones, James R <james.r.jones@wv.gov>
Cc: Ada M Kennedy <ada.m.kennedy@wv.gov>, Robert P Kilpatrick <Robert.P.Kilpatrick@wv.gov>, William D Barry <william.d.barry@wv.gov>, Whittaker, Frank M <frank.m.whittaker@wv.gov>

Jamie,

Your emergency request to obtain three months of janitorial services is approved. Please follow emergency purchasing procedures as found in the Purchasing Handbook and follow up with documentation for award within 30 days.

Regards,
Mike

W. Michael Sheets
Director
WV Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

Phone: (304) 558-0492
Fax: (304) 558-4115

On Wed, Sep 7, 2022 at 10:19 AM Jones, James R <james.r.jones@wv.gov> wrote:
Mike,

Re-sending this as I had forgotten to include my Director Bill Barry on the initial request.

Thank you,

*James (Jamie) R. Jones
Procurement Administrator
General Services Division
103 Michigan Avenue
Charleston, WV 25311
(P) 304-352-5517
(C) 304-356-1076
(F) 304-558-1475*

On Wed, Sep 7, 2022 at 10:14 AM Jones, James R <james.r.jones@wv.gov> wrote:
Mike,

As the General Services Division is nearing the timeframe that we would need to continue providing Janitorial services to the various DOA buildings under our purview, we are requesting approval to pursue Emergency contracts for a minimum of 3-month periods.

With these services being "like" services, the Agency does not believe that we could even entertain month-to-month contracts without exceeding our agency-delegated spending authority. Based upon the rates from the prior contracts, a single month of service would total in excess of \$180K.

We are hopeful that this three-month period would allow for better direction on how to proceed with contracting for these services moving forward.

Our intention is to contact the incumbent CRP that is providing services at each building, with the anticipation that changing vendors at this time would cause a disruption of service at the quality level expected.

Thank you,

*James (Jamie) R. Jones
Procurement Administrator
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