

From: **Sheets (Purchasing), Mike** <[william.m.sheets@wv.gov](mailto:william.m.sheets@wv.gov)>  
Date: Wed, Jul 20, 2022 at 1:04 PM  
Subject: Re: Emergency Purchase Request - Janitorial Services - Diamond Building and Diamond Garage - 2022 07 20  
To: Rosen, Bryan D <[bryan.d.rosen@wv.gov](mailto:bryan.d.rosen@wv.gov)>  
Cc: Totten, Mark L <[mark.l.totten@wv.gov](mailto:mark.l.totten@wv.gov)>

Bryan,

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.

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, Jul 20, 2022 at 1:00 PM Rosen, Bryan D <[bryan.d.rosen@wv.gov](mailto:bryan.d.rosen@wv.gov)> wrote:

Mike, please see the emergency purchase request below for the Diamond Building and Garage. The estimated cost for the 3 month term is \$101,770.

If you need any additional information please let me know.

Bryan

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

From: **Wass, Terry L** <[terry.l.wass@wv.gov](mailto:terry.l.wass@wv.gov)>  
Date: Wed, Jul 20, 2022 at 10:53 AM  
Subject: Emergency Purchase Request - Janitorial Services - Diamond Building and Diamond Garage - 2022 07 20  
To: Rosen, Bryan D <[bryan.d.rosen@wv.gov](mailto:bryan.d.rosen@wv.gov)>  
Cc: Montgomery, George L <[george.l.montgomery@wv.gov](mailto:george.l.montgomery@wv.gov)>, Lori A Burton <[lori.a.burton@wv.gov](mailto:lori.a.burton@wv.gov)>

Bryan:

The present janitorial services provided through WVARF expire on July 29, 2022. Failure to have janitorial services will result in no trash pick-up, no cleaning of the restrooms and break areas, no sanitation of door knobs, fixtures and hand surfaces for covid control, and no vacuuming or floor sweeping.

I am requesting an Emergency Purchase Request for janitorial services for the period August 1, 2022 through October 31, 2022 with Integrated Resources, Inc. at a rate of \$18.07/hour for a total of 5632 hours.

The IRI proposal dated July 19, 2022 was forwarded to you earlier this morning.

Thanks,

Terry W

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Terry L. Wass

Director

Operational Services

WV Department Of Health and Human Resources

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One Davis Square

Charleston, WV 25301

E-mail: [terry.l.wass@wv.gov](mailto:terry.l.wass@wv.gov)

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**Terry L. Wass**

Director

Operational Services

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