

From: **Sheets (Purchasing), Mike** <[william.m.sheets@wv.gov](mailto:william.m.sheets@wv.gov)>  
Date: Mon, Jul 11, 2022 at 10:40 AM  
Subject: Re: Emergency Purchase of Ammo for OB  
To: Sandy, Jeff <[jeff.sandy@wv.gov](mailto:jeff.sandy@wv.gov)>  
Cc: Mark D Scott <[mark.d.scott@wv.gov](mailto:mark.d.scott@wv.gov)>, Deputy Commissioner Coleman <[mike.v.coleman@wv.gov](mailto:mike.v.coleman@wv.gov)>, Brandolyn Felton Ernest <[brandolyn.feltonernest@wv.gov](mailto:brandolyn.feltonernest@wv.gov)>, Totten, Mark L <[mark.l.totten@wv.gov](mailto:mark.l.totten@wv.gov)>

Secretary Sandy,

Your emergency is approved for a period of six months for agencies covered by Purchasing for greater than delegated dollar amounts. Those agencies should follow emergency purchasing procedures as found in the Purchasing Handbook and submit 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, Jul 11, 2022 at 10:26 AM Sandy, Jeff <[jeff.sandy@wv.gov](mailto:jeff.sandy@wv.gov)> wrote:

**Mr. Secretary;**

**I respectfully request purchasings approval to purchase ammo from vendors who have ammo in inventory. See attached**



**Jeff S. Sandy, CAMS, CFE**  
*Cabinet Secretary*  
**Department of Homeland Security**  
**State Capitol Complex Room W-400**  
**1900 Kanawha Boulevard East**  
**Charleston, WV 25305**  
304-558-2930 (office)  
304-553-6826 (cell)



STATE OF WEST VIRGINIA  
DEPARTMENT OF HOMELAND SECURITY  
Building 1, Suite W-400  
1900 Kanawha Blvd., East  
Charleston, West Virginia 25305  
Established May 28, 2020



OFFICE OF THE SECRETARY  
JEFF S SANDY, CAMS, CFE.  
Email: Jeff.Sandy@wv.gov  
Telephone: 304-558-2930  
Website: dhs.wv.gov

July 11, 2022

**Via Electronic Mail – William.M.Sheets@wv.gov**

Mike Sheets  
Purchasing Director  
West Virginia Purchasing Division  
Phone: (304) 558-0492

**Re: Approval for emergency purchase of ammunition**

Dear Mr. Sheets:

Market forces at play are resulting in the current provider for ammunition under the State contract having delivery wait times in excess of one year from the date of order for ammunition used by the West Virginia Department of Homeland Security agencies authorized to carry firearms. Due to market constraints and conditions, it does not appear that the delivery wait times will shorten any time soon.

This has a negative effect on critical public safety and Homeland Security mission readiness capabilities of the agencies. Training is impacted by a lack of ammunition as divisions within the Department of Homeland Security authorized to carry firearms, including the Division of Corrections and Rehabilitation, the State Fire Marshal, the Division of Protective Services and others, do not have the necessary ammunition to practice. Further, ammunition rotation protocols are impacted as fresh ammunition can be unavailable when necessary.

We are requesting your approval to purchase ammunition on an emergency basis. We will, of course, follow all emergency purchase procedures and documentation requirements, if approved.

Thank you for your time and consideration. Please let us know if you have any questions.

Very respectfully,

Jeff S. Sandy, Cabinet Secretary  
Department of Homeland Security

**HONORING THE PAST, EMBRACING THE PRESENT, CREATING THE FUTURE**

Administrative Services - Corrections and Rehabilitations - Emergency Management - Fusion Center  
General Counsel - Parole Board - Protective Services – State Fire Marshal - State Police