

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Wed, Apr 26, 2023 at 10:28 AM
Subject: Fwd: WV Office of Technology - Emergency Purchase
To: Andrew C Lore <andrew.c.lore@wv.gov>
Cc: Totten, Mark L <mark.l.totten@wv.gov>

Andrew,

Your request for emergency purchase of office paper is approved for a period of 60 days or until the new statewide contract for Office Paper is established. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return all supporting documentation to this office for completion.

Frank

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

From: **Welch, Toby L** <toby.l.welch@wv.gov>
Date: Tue, Apr 25, 2023 at 1:32 PM
Subject: WV Office of Technology - Emergency Purchase
To: Mark L Totten <mark.l.totten@wv.gov>, Mark A Atkins <mark.a.atkins@wv.gov>, Frank M Whittaker <frank.m.whittaker@wv.gov>

Good afternoon Mark,

Would you please be so kind as to add the approved Emergency purchase to the Site?

*Please see attached

Sincerely,

--

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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APPROVED
J. H. H. H.
4/25/23


STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Joshua D. Spence
Chief Information Officer

TO: Toby Welch
Senior Buyer, Purchasing Division

FROM: Andrew Lore 
IT Procurement & Business Services Manager/ISMIII, West Virginia Office of
Technology

SUBJECT: Request for Approval for One-Time Bulk Paper Order

DATE: April 25, 2023

The WVOT is requesting approval to complete an emergency purchase order for paper in order to carry us through to the Office Depot replacement contract. Previously, the WVOT sourced its paper from the Office Depot contract; however, since that contract expired and plans to replace it are weeks away (according to last week's Quarterly Call, it is expected to be replaced in four to six weeks), the WVOT is now in an urgent scenario that cannot be properly address through the regular bidding process.

The WVOT's Print Shop is mandated by Code to provide printing and mailing services to other state agencies. Many of the items printed and mailed are statutorily required, court ordered, tax documents, or public assistance benefits. Prior to the expiration of Office Depot, the WVOT ordered (what it thought would be) enough paper to care for the needs until a replacement to Office Depot was awarded. Because the replacement is not going to be ready in the next few weeks, the WVOT now has to procure enough paper to continue its duties.

The WVOT is seeking bids for enough paper to cover May and June and is seeking bids from multiple suppliers to get the best price and promote competition – we simply do not have time for the normal bidding process; as of today, the WVOT is down to only one skid of paper. The WVOT estimates the cost of this purchase to be \$50,000.

Thank you for your consideration. Please let me know if you need anything further to support this request.