

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Tue, May 9, 2023 at 12:44 PM
Subject: Re: Emergency Food
To: Clevenger, Michael A <michael.a.clevenger@wv.gov>
Cc: Tara L Lyle <tara.l.lyle@wv.gov>, David H Pauline <david.h.pauline@wv.gov>, Morgan Sheets <morgan.sheets@wv.gov>, Peggy L Alexander <peggy.l.alexander@wv.gov>, Sherri A Reed <sherri.a.reed@wv.gov>, Vicki L Nutter <vicki.l.nutter@wv.gov>, Totten, Mark L <mark.l.totten@wv.gov>

Michael,

Your request for an emergency contract for food and milk (dairy products) for the Clarksburg facility is approved for a period not to exceed 90 days, to allow the agency time to complete the award process, and/or rebid if necessary. This emergency approval is valid until the new contract is established, but shall not extend beyond 90 days from this correspondence. This is not an approval to contract with any particular vendor, please follow all emergency processes outlined in the Purchasing Division Procedures Handbook and provide all supporting documentation to this office within 30 days of this approval for completion.

Thank you,

On Tue, May 9, 2023 at 9:15 AM Clevenger, Michael A <michael.a.clevenger@wv.gov> wrote:

Frank, I have attached an emergency letter of request for Food and Milk with U S Foods. Your help in this matter is greatly appreciated.

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Thank you,

Michael Clevenger
Procurement Supervisor
WV Veteran's Nursing Facility
One Freedom Way
Clarksburg, WV. 26301
(304) 626 1600 ext.3010

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Frank Whittaker, CPPB, NIGP-CPP

Assistant Director

West Virginia Purchasing Division

2019 Washington Street, East

Charleston, WV 25305

(304) 558-2316

frank.m.whittaker@wv.gov



*West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg WV 26301*

May 9, 2023

Frank Whittaker, Assistant Director
WV Purchasing Division
1019 Washington Street, E.
Capitol Complex Building 15
Charleston, WV 25305

Re: Emergency Food and Milk Contract with U S Foods.

Dear Frank Whittaker,

The West Virginia Veterans Nursing Facility has operated without a Food or Milk contract since CMA FOOD22EMG expired on June 14, 2022. Since then, we have submitted three CRFQ's for food and milk, however no vendors have bid on them.

Per our emergency food conversation during the Strategic Sourcing Meeting last Friday May 5, we are asking for a (1) One-Year Emergency food and milk contract with U S Foods. U S Foods has the capacity to meet our Food and Milk contract needs as soon as possible. Currently the WVNF is spending more than \$120,000.00 per year to meet our residents' nutritional food and milk needs.

The West Virginia Veterans Nursing Facility is requesting approval of an emergency Food and Milk Contract as soon as possible.

Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Michael Clevenger".

Michael Clevenger
Procurement Officer

cc: David Pauline
Peggy Alexander
Sherri Reed