

From: Lyle, Tara L <tara.l.lyle@wv.gov>
Date: Mon, Jun 26, 2023 at 4:26 PM
Subject: Re: Emergency Request for Food Service Workers
To: Clevenger, Michael A <michael.a.clevenger@wv.gov>
Cc: David H Pauline <david.h.pauline@wv.gov>, Peggy L Alexander <peggy.l.alexander@wv.gov>, Sherri A Reed <sherri.a.reed@wv.gov>, Beverly J Gerard <beverly.j.gerard@wv.gov>, Vicki L Nutter <vicki.l.nutter@wv.gov>

Michael,

Your emergency is approved. Please follow emergency purchasing procedures as found in the Handbook and follow up with documentation for award within 30 days.

Thanks,
Tara

Tara Lyle, Buyer Supervisor
WV Purchasing Division
2019 Washington Street, East
Capitol Complex, Building 15
Charleston, WV 25305
304-558-2544

www.wvpurchasing.gov

On Fri, Jun 16, 2023 at 1:02 PM Clevenger, Michael A <michael.a.clevenger@wv.gov> wrote:

David, attached is an emergency request for food service workers.

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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



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

June 16, 2023

David Pauline, Senior Buyer
1019 Washington Street, E.
Capitol Complex Building 15
Charleston, WV 25305

Re: Emergency Request for Food Service Workers

Dear David Pauline,

The WV Veterans Nursing Facility is requesting approval of emergency contract for Food Service Workers for the period of July 1, 2023 – Sept 30, 2023 or until new contracts are in place. We currently have five full-time Food Service Workers, 7 days a week, covering the hours of 6:30 a. m. – 7:00 p.m. to assist with our bulk meal services. We serve breakfast, lunch, dinner, and snacks. This has resulted in a better dining experience for our residents, but it requires more work.

Costs are estimated at \$35/hour or \$7000/week per person, with a total for the full 3 months at approximately \$91,000. Our estimated needs may vary based on how many state employees we have, as well as vacations, sick leave, etc., and the number of residents in the facility.

As a nursing home, we must meet the dietary needs of our residents as stated in Federal Code 38 CFR 51.140 and WV Code 64-17-1. Without such, we run the risk of life, health, and safety issues of not providing the appropriate care to our residents. Dietary services are vital to the health and well-being of our residents, as well as the continuity, purpose, and mission of our facility.

Your approval of this emergency request will enable us to meet our staffing needs as we attempt to get a contract in place. Thank you for your kind assistance in this matter.

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: Peggy Alexander
Sherri Reed