

From: **Whittaker, Frank M** <[frank.m.whittaker@wv.gov](mailto:frank.m.whittaker@wv.gov)>  
Date: Mon, Mar 18, 2024 at 1:16 PM  
Subject: Re: Emergency Purchase  
To: Harper, Lori M <[lori.m.harper@wv.gov](mailto:lori.m.harper@wv.gov)>  
Cc: Melissa K Pettrey <[melissa.k.pettrey@wv.gov](mailto:melissa.k.pettrey@wv.gov)>, Totten, Mark L <[mark.l.totten@wv.gov](mailto:mark.l.totten@wv.gov)>, Samantha S Knapp <[samantha.s.knapp@wv.gov](mailto:samantha.s.knapp@wv.gov)>

Lori,

Your emergency request to purchase 4 used vehicles is approved. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return the resulting contracts to this office for posting within 30 days of this approval.


Please reach out to the vendor community to find out why they did not respond to the previous solicitation. This will help the development of a future solicitation. As Melissa said, we are happy to assist your folks with a pre-specification meeting if you feel it would be beneficial.

On Mon, Mar 18, 2024 at 12:45 PM Harper, Lori M <[lori.m.harper@wv.gov](mailto:lori.m.harper@wv.gov)> wrote:  
Per our conversation, I have added more information to the original memo.  
If I need to change anything or add anything, please let me know.

Thanks,

***Lori M. Harper***

Fleet Assistant  
WV Dept. of Administration  
Fleet Management Division  
2310 Kanawha Blvd E  
Charleston, WV 25311  
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<https://fleet.wv.gov>

*It's not where you work, it's who you work with that makes a job worth going to*  ~

--

**Frank Whittaker, CPPB, NIGP-CPP**

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**Mark D. Scott**  
**CABINET SECRETARY**

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**DEPARTMENT OF ADMINISTRATION**  
**FLEET MANAGEMENT DIVISION**  
2310 KANAWHA BLVD EAST  
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CHARLESTON, WEST VIRGINIA 25311



**Kenny H. Yoakum**  
**DIRECTOR**

## MEMORANDUM

**DATE:** March 15, 2024

**TO:** Frank M Whittaker, Assistant Purchasing Director  
Purchasing Division

**FROM:** Lori Harper, Fleet Assistant & Procurement Officer  
Fleet Management Division

**SUBJECT:** Emergency Purchase for 4 used vehicles for the Capitol Complex Motor Pool (2 SUVs and 2 minivans)

WV Fleet Management Division (FMD) is requesting permission to proceed with emergency purchases for the replacement of 4 vehicles that were sold/retired due to their age and condition. We are now in dire need of 2 SUVs and 2 minivans due to the continued increase in the number of State of WV agencies utilizing the Capitol Complex Motor Pool.

FMD began this process in Dec 2023, with requests to acquire vehicles that would provide the State of WV employees with safe, dependable options for their business needs. After 2 solicitation attempts by FMD, through Purchasing, no vendors were willing to participate.

WV Code §5A-12-3. C.3 establishes a central motor pool that is the lowest cost option for state travel needs. In reference to the Governor's Policy "2.5 Agency Responsibilities. 2.5.3 Agency heads, Cabinet Secretaries and Agency Fleet Coordinators must weigh all options when considering how to meet the transportation needs of their agency at the lowest cost to the state." FMD offers the lowest cost option for state employees that require rental vehicles or mid to long term needs while waiting for a replacement vehicle.

For the Motor Pool to continue to provide adequate, reliable, dependable, and safe transportation services so that employees do not have to be afraid of breaking down along side of a highway in the middle of nowhere or not having a good vehicle to drive in bad weather. Our rental fleet is not just used for employees going to meetings or a business trip. These vehicles are also leased to different agencies, like the DHHR that need them in crisis situations, like removing children from a hostile situation or the Fire Commission who need to get to the burn sites to help save people trapped in burning homes or buildings. Due to the emergent situations that can arise at random times, we need to be prepared to help our state agencies at all times. That is why this special request will need to be expedited. Our spending threshold

is \$30,000/unit with 30,000 or less miles. This approach eliminates the new vehicle's depreciation while still providing a quality, reliable, and safe product.