



Lore, Andrew C <andrew.c.lore@wv.gov>

Fwd: UPS Parts Replacement Emergency

1 message

Whittaker, Frank M <frank.m.whittaker@wv.gov>

Mon, Dec 18, 2023 at 10:39 AM

To: Andrew C Lore <andrew.c.lore@wv.gov>, "Atkins, Mark A" <mark.a.atkins@wv.gov>, Toby L Welch <toby.l.welch@wv.gov>, Ryan S Hall <ryan.s.hall@wv.gov>

Andrew,

As I said on the telephone, if the agency has an emergency need that can be resolved under the agency's delegated limit, they can resolve the issue at their level regardless of other agency purchases for similar products.

As always, document the file, and process the emergency in accordance with the emergency procedures outlined in the Purchasing Division Procedures Handbook, and send the completed Purchase order to this office for posting.

As always, let me know if you want to discuss this further.

Frank

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

From: **Atkins, Mark A** <mark.a.atkins@wv.gov>

Date: Tue, Dec 12, 2023 at 11:18 AM

Subject: Fwd: UPS Parts Replacement Emergency

To: Frank M Whittaker <frank.m.whittaker@wv.gov>

Regards,

*Mark A. Atkins, CPPB***Buyer Supervisor****West Virginia Department of Administration****Purchasing Division****2019 Washington Street, East****POB 50130****Charleston, WV 25305-0130****Phone: 304.558.2307****Email: Mark.A.Atkins@wv.gov**

"Tell me and I will Forget, Show me and I may remember, involve me and I will understand"

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

From: **Lore, Andrew C** <andrew.c.lore@wv.gov>
Date: Tue, Dec 12, 2023 at 11:16 AM
Subject: Fwd: UPS Parts Replacement Emergency
To: Mark A Atkins <Mark.A.Atkins@wv.gov>

Please see attached.

Andrew Lore

IT Procurement & Business Services Manager/ISMIII



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

From: **Lore, Andrew C** <andrew.c.lore@wv.gov>
Date: Mon, Dec 11, 2023 at 8:48 AM
Subject: UPS Parts Replacement Emergency
To: Toby L Welch <Toby.L.Welch@wv.gov>

Good morning, Toby,
Please see the attached emergency request. Thanks!

Andrew Lore

IT Procurement & Business Services Manager/ISMIII

West Virginia Office of Technology

1900 Kanawha Blvd., E.

Building 5, 10th Floor

Charleston, WV 25305

T: 304-352-4944



 **Agency Request Memo.pdf**
310K



Lore, Andrew C <andrew.c.lore@wv.gov>

Re: UPS Fan/Battery Replacement

1 message

Abbott, Heather D <Heather.D.Abbott@wv.gov>
To: "Lore, Andrew C" <andrew.c.lore@wv.gov>
Cc: Meghan Shears <meghan.shears@wv.gov>

Mon, Dec 18, 2023 at 1:05 PM

Yes, please proceed. Without this procurement there is risk of equipment failure and data loss.

On Mon, Dec 18, 2023 at 11:28 AM Lore, Andrew C <andrew.c.lore@wv.gov> wrote:

Heather,

The Purchasing Division has directed us to process an emergency contract for UPS fan/battery replacement at the agency-delegated level. With that said, as Agency Head, can you confirm that you are declaring this situation as an emergency and authorize me to proceed as such?

Andrew Lore

IT Procurement & Business Services Manager/ISMIII

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