

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Fri, Jul 12, 2024 at 3:22 PM
Subject: Re: Request of Emergency Contract for Security Guards
To: Heath, Amber J <amber.j.heath@wv.gov>
Cc: John W Estep <john.w.estep@wv.gov>, Kristy E James <kristy.e.james@wv.gov>, Joseph E Hager III <joseph.e.hageriii@wv.gov>, Totten, Mark L <mark.l.totten@wv.gov>, Greg Clay <gregory.c.clay@wv.gov>, Alisha S Pettit <alisha.s.pettit@wv.gov>

Amber,

Your emergency request for security guards is approved for a period not to exceed 180 days. Please cancel the Emergency contract once a new contract is established to meet the agency's ongoing needs. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return the completed contract to this office within 30 days of this approval

On Thu, Jul 11, 2024 at 2:34 PM Heath, Amber J <amber.j.heath@wv.gov> wrote:

Hello all,

I have attached our letter of justification for this emergency contract request below. Please let me know if you have any questions. Thank you.

J. Amber Heath

WV Department of Transportation
Assistant Director, Procurement Section
1900 Kanawha Blvd. E
Building 6 - Room 340
Charleston, WV 25305
Phone: 304-414-7105



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Frank Whittaker, CPPB, NIGP-CPP

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WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

**1900 Kanawha Boulevard East • Building Five • Room 110
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**Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways**

**Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways**

DATE

July 11, 2024

TO: WV PURCHASING DIVISION

FROM: WV DOT PROCUREMENT DIVISION

SUBJECT: REQUEST FOR EMERGENCY CONTRACT FOR SECURITY GUARD SERVICES

The West Virginia Department of Transportation urgently requires approval for an Emergency Contract to secure Security Guards at our facility. Our solicitation process commenced in April, and while an award recommendation has been submitted, it is currently pending review by the Purchasing Division without a confirmed timeline for final decision.

The site requiring security houses multiple vehicles, various equipment, and a fuel tank. Due to its rural location, there are no patrol cars or local law enforcement readily available. Therefore, guards are essential to safeguard the on-site assets.

Approaching our \$100,000.00 threshold, it is critical that we establish emergency security coverage without delay. We propose initiating this emergency contract from July 15th to December 31st, given the uncertain duration until a decision is reached. The estimated cost for this 5 ½-month period is \$130,000.00.

Please expedite the approval process to ensure uninterrupted security at our location. Your prompt attention to this matter is greatly appreciated.

If you have any question, please call 304-414-7105