



Eric L. Householder
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
2310 KANAWHA BLVD EAST
P.O. BOX 50121
CHARLESTON, WEST VIRGINIA 25311



Kenny H. Yoakum
DIRECTOR

July 29, 2026

To: Frank Whittaker, Administrative Services Manager Purchasing Division
Tara Lyle, Buyer Supervisor Purchasing Division

Cc: Kenny Yoakum, Director WV Fleet Management Division

Subject: Request for Emergency Contract

Dear: Frank Whittaker and Tara Lyle

The Fleet Management Division (FMD) requests the Purchasing Division's approval to enter into a short-term agreement with Holman, our current vehicle management vendor. This agreement would be for approximately six months, commencing on December 14, 2026 and concluding on June 14, 2027, with an estimated cost of \$125k, and the option to extend the contract for an additional six-month period, while we proceed with the RFP solicitation and award process. (note, the annual estimated cost based on the current Holman contract is \$250k).

Our current contract with Holman expires on December 14, 2026, which does not provide sufficient time to award a new contract, execute setup, and conduct training if a different vendor is selected.

This extension will ensure continued fuel and maintenance services and prevent disruption to Agencies utilizing those services, while we finalize next steps in the solicitation evaluation and award procurement process.

Please let me know if you have any questions. FMD appreciates your consideration of this request.

Sincerely,
Beth Redden
Fleet Administrator
West Virginia Fleet Management Division

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

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

Date: Thu, Jul 30, 2026 at 10:21 AM

Subject: Re: WV Fleet Management Division - Request for Emergency Contract

To: Redden, Beth A <beth.a.redden@wv.gov>

Cc: Tara L Lyle <tara.l.lyle@wv.gov>, Hannah D Elgin <hannah.d.elgin@wv.gov>, Samantha L Willis <samantha.l.willis@wv.gov>, Kenny H Yoakum <kenny.h.yoakum@wv.gov>, Totten, Mark L <mark.l.totten@wv.gov>, Greg Clay <gregory.c.clay@wv.gov>

Beth,

Your emergency request for a fuel and maintenance contract to begin on or after December 24, 2026 should the agency be unable to execute and transition to a new contract within the 4.5 months remaining on the current emergency contract is approved. Please note that this additional emergency contract must be terminated immediately once the new contract is implemented and ready for use.

As always, Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return the resulting contract and all supporting documentation to this office within 30 days of this approval for public posting.

On Wed, Jul 29, 2026 at 3:48 PM Redden, Beth A <beth.a.redden@wv.gov> wrote:

Frank and Tara,

The Fleet Management Division is requesting the Purchasing Division's approval to enter into a short-term contract with Holman.

Please see the attached formal request for your consideration.

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Beth Redden

Fleet Administrator

WV Dept. of Administration

Fleet Management Division

2310 Kanawha Blvd E

Charleston, WV 25311

304-957-8208 Office

[Website: fleet.wv.gov](http://fleet.wv.gov)