

**From:** Sheets, Mike - Purchasing  
**Sent:** Wednesday, August 7, 2019 5:26 PM  
**To:** Dale Malcomb <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)>  
**Cc:** Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>; Gale, Stephanie L <[Stephanie.L.Gale@wv.gov](mailto:Stephanie.L.Gale@wv.gov)>; Steven Grindstaff <[sgrindstaff@wvpublic.org](mailto:sgrindstaff@wvpublic.org)>; Randall Comm <[rcomm@wvpublic.org](mailto:rcomm@wvpublic.org)>  
**Subject:** RE: [External] Need approval for emergency repairs.

Dale,

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

Regards,  
Mike

**From:** Dale Malcomb <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)>  
**Sent:** Wednesday, August 7, 2019 5:25 PM  
**To:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
**Cc:** Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>; Gale, Stephanie L <[Stephanie.L.Gale@wv.gov](mailto:Stephanie.L.Gale@wv.gov)>; Steven Grindstaff <[sgrindstaff@wvpublic.org](mailto:sgrindstaff@wvpublic.org)>; Randall Comm <[rcomm@wvpublic.org](mailto:rcomm@wvpublic.org)>  
**Subject:** Re: [External] Need approval for emergency repairs.

This would put us over.

Get [Outlook for iOS](#)

---

**From:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
**Sent:** Wednesday, August 7, 2019 5:23:38 PM  
**To:** Dale Malcomb <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)>  
**Cc:** Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>; Gale, Stephanie L <[Stephanie.L.Gale@wv.gov](mailto:Stephanie.L.Gale@wv.gov)>; Steven Grindstaff <[sgrindstaff@wvpublic.org](mailto:sgrindstaff@wvpublic.org)>; Randall Comm <[rcomm@wvpublic.org](mailto:rcomm@wvpublic.org)>  
**Subject:** RE: [External] Need approval for emergency repairs.

Have you exceeded \$25,000 in delegated spend for this work over the last 12 months?

**From:** Dale Malcomb <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)>  
**Sent:** Wednesday, August 7, 2019 5:22 PM  
**To:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
**Cc:** Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>; Gale, Stephanie L <[Stephanie.L.Gale@wv.gov](mailto:Stephanie.L.Gale@wv.gov)>; Steven Grindstaff <[sgrindstaff@wvpublic.org](mailto:sgrindstaff@wvpublic.org)>; Randall Comm <[rcomm@wvpublic.org](mailto:rcomm@wvpublic.org)>  
**Subject:** Re: [External] Need approval for emergency repairs.

Mike:

We're estimating the cost to be \$2000-\$3000. That's our best guess. We have nothing from any vendors.

Get [Outlook for iOS](#)

---

**From:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
**Sent:** Wednesday, August 7, 2019 5:19:01 PM  
**To:** Dale Malcomb <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)>  
**Cc:** Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>; Gale, Stephanie L <[Stephanie.L.Gale@wv.gov](mailto:Stephanie.L.Gale@wv.gov)>; Steven Grindstaff <[sgrindstaff@wvpublic.org](mailto:sgrindstaff@wvpublic.org)>; Randall Comm <[rcomm@wvpublic.org](mailto:rcomm@wvpublic.org)>  
**Subject:** RE: [External] Need approval for emergency repairs.

Dale,

What is the estimated cost for this emergency?

Regards,  
Mike

**From:** Dale Malcomb <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)>  
**Sent:** Wednesday, August 7, 2019 2:09 PM  
**To:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
**Cc:** Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>; Gale, Stephanie L <[Stephanie.L.Gale@wv.gov](mailto:Stephanie.L.Gale@wv.gov)>; Steven Grindstaff <[sgrindstaff@wvpublic.org](mailto:sgrindstaff@wvpublic.org)>; Randall Comm <[rcomm@wvpublic.org](mailto:rcomm@wvpublic.org)>  
**Subject:** [External] Need approval for emergency repairs.

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and are expecting the content. -- WV Office of Technology

Mr. Sheets:

Please see the attached request for emergency repairs. Please let me know if you need anything else. As always, we appreciate your attention to this.

Sincerely,

Dale Malcomb

Purchasing Coordinator

Director of Information Technology

Phone: (304) 254-7858

Cell: (304) 222-9252

[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)

**West Virginia Public Broadcasting**

**"Telling West Virginia's Story"**

[www.wvpublic.org](http://www.wvpublic.org)

---

---

---

This email and any files transmitted with it are intended solely for the individuals or entities originally addressed, and may contain confidential and privileged information protected by law. If you are not the intended recipient, any dissemination, distribution, copying, or action taken in relation to the contents of this email is prohibited and may be unlawful. If you have received this email in error, please notify the sender immediately and permanently delete the original and any copy or printout.

**West Virginia Public Broadcasting**

**"Telling West Virginia's Story"**

[www.wvpublic.org](http://www.wvpublic.org)

---

---

---

This email and any files transmitted with it are intended solely for the individuals or entities originally addressed, and may contain confidential and privileged information protected by law. If you are not the intended recipient, any dissemination, distribution, copying, or action taken in relation to the contents of this email is prohibited and may be unlawful. If you have received this email in error, please notify the sender immediately and permanently delete the original and any copy or printout.

**West Virginia Public Broadcasting**

**"Telling West Virginia's Story"**

[www.wvpublic.org](http://www.wvpublic.org)

---

---

---

This email and any files transmitted with it are intended solely for the individuals or entities originally addressed, and may contain confidential and privileged information protected by law. If you are not the

intended recipient, any dissemination, distribution, copying, or action taken in relation to the contents of this email is prohibited and may be unlawful. If you have received this email in error, please notify the sender immediately and permanently delete the original and any copy or printout.

Mike Sheets  
Purchasing Director  
West Virginia Purchasing Division  
Phone: (304) 558-0492  
Email: [William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)

August 7th, 2019

Dale Malcomb  
Purchasing Director  
Phone: (304) 254-7858  
Cell: (304) 222-9252  
Email: [DMalcomb@WVPublic.Org](mailto:DMalcomb@WVPublic.Org)

Re: Emergency purchase of electrical repairs solicited on CRFQ 0439 EBA2000000005.

Mr. Sheets:

We recently held a mandatory pre-bid meeting for electrical repairs at our 600 Capitol Street facility. No one attended the meeting, but we need to get these repairs done as soon as we can. The repairs resolve safety issues that have already gone too long without redress. We are needing three repairs:

- 1) The elevator shaft exhaust fan has ceased working. This is causing hydraulic fluid fumes to build up in the elevator shaft and become detectable on occupied floors of the building. Additionally, the fan was originally wired into a general-purpose outlet circuit and the fan failure caused the circuit breaker to trip. This circuit also powered a working office which had to be vacated. A completely new circuit needs to be run from the breaker panel which will require installation of conduit and related hardware above a complex multilevel drop-ceiling and drywall environment.
- 2) An HVAC unit failed, causing ice to build up on the bottom of the unit. The ice melted onto an LED light fixture and battery backup unit that illuminates a fire exit. The fixture and battery need to be replaced.
- 3) A light fixture that illuminates half our parking lot is no longer functioning and needs to be repaired/replaced with an LED illuminator. We have staff working at all hours and need to keep our parking lot well lit.

We believe it would be irresponsible of us to delay this any further. We would like your approval to complete these repairs as an emergency purchase.

Sincerely,



C. Dale Malcomb, Purchasing Director  
West Virginia Educational Broadcasting Authority

Enclosures

CC Steven Grindstaff, Purchasing Agent, WV Educational Broadcasting Authority  
CC Frank Whitaker, Assistant Director, WV Purchasing Division  
CC Stephanie L Gale, Buyer, Purchasing Division