

From: **Sheets (Purchasing), Mike** <[william.m.sheets@wv.gov](mailto:william.m.sheets@wv.gov)>  
Date: Tue, Nov 30, 2021 at 1:19 PM  
Subject: Re: URGENT: Emergency Purchase Request - Main Steam Line Leak  
To: Kilpatrick, Robert P <[robert.p.kilpatrick@wv.gov](mailto:robert.p.kilpatrick@wv.gov)>  
Cc: Frank M Whittaker <[frank.m.whittaker@wv.gov](mailto:frank.m.whittaker@wv.gov)>, William D Barry <[william.d.barry@wv.gov](mailto:william.d.barry@wv.gov)>, James R Jones <[james.r.jones@wv.gov](mailto:james.r.jones@wv.gov)>, Scotty E Pauley <[scotty.e.pauley@wv.gov](mailto:scotty.e.pauley@wv.gov)>, Jeffrey L Gillenwater <[jeffrey.l.gillenwater@wv.gov](mailto:jeffrey.l.gillenwater@wv.gov)>, Totten, Mark L <[mark.l.totten@wv.gov](mailto:mark.l.totten@wv.gov)>

Bob,

Your emergency is approved. Please follow emergency purchasing procedures as found in the Purchasing Handbook and follow up with documentation for award within 30 days.

Regards,  
Mike

W. Michael Sheets  
Director  
WV Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

Phone: (304) 558-0492  
Fax: (304) 558-4115

On Tue, Nov 30, 2021 at 1:17 PM Kilpatrick, Robert P <[robert.p.kilpatrick@wv.gov](mailto:robert.p.kilpatrick@wv.gov)> wrote:  
Mike:

We have just identified a ruptured high pressure steam line which serves to provide heating to the Main Capitol, Building 3 and Building 4. The inability to maintain the supply of high pressure steam to these facilities will quickly diminish and then eliminate our ability to keep these buildings at a habitable temperature, abruptly impairing the ability for the tenant agencies occupying the buildings to perform their work. We are working to minimize any disruption, but require the services of a HVAC Mechanical Contractor to perform invasive investigation to get to the root cause of the problem and then rectify it by as prompt a repair as is possible.

Do we have your permission to utilize emergency purchasing procedures to procure these services, which we expect to cost in excess of \$25,000.00?

Please let us know as soon as possible.

thanks  
bobk

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Robert P Kilpatrick, Deputy Director  
WV Department of Administration, General Services Division  
112 California Avenue, 5th Floor  
Charleston, WV 25305

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