

From: **Sheets (Purchasing), Mike** <william.m.sheets@wv.gov>
Date: Tue, Apr 19, 2022 at 2:35 PM
Subject: Fwd: Emergency Purchase Order Approval Request
To: Debra K Morgan <debra.k.morgan@wv.gov>
Cc: Whittaker, Frank M <frank.m.whittaker@wv.gov>, Toby L Welch <toby.l.welch@wv.gov>, Linda B Harper <linda.b.harper@wv.gov>, Jane Shinn <jane.shinn@wv.gov>, Totten, Mark L <mark.l.totten@wv.gov>

Debbie,

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

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

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

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

From: **Morgan, Debra K** <debra.k.morgan@wv.gov>
Date: Tue, Apr 19, 2022 at 2:31 PM
Subject: Emergency Purchase Order Approval Request
To: Sheets, Mike - Purch <william.m.sheets@wv.gov>, Frank M Whittaker <frank.m.whittaker@wv.gov>, Toby L Welch <toby.l.welch@wv.gov>, Linda B Harper <linda.b.harper@wv.gov>
Cc: Jane Shinn <jane.shinn@wv.gov>

Please see the attached letter requesting approval for an emergency purchase of 5 mid-size SUVs that will be utilized within the Unemployment Fraud Investigation Unit. The maximum budget amount will be \$250,000.00. Should you need additional information please let me know. We appreciate your attention to this matter and look forward to your approval.

Thanks,
Debbie

From: Shinn, Jane <jane.shinn@wv.gov>
Sent: Tuesday, April 19, 2022 02:24 PM
To: Morgan, Debra K <debra.k.morgan@wv.gov>
Subject: Fraud Unit Vehicle Emergency Contract Justification

See attached memo.

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Jane Shinn

Administrative Service Manager IV | WorkForce West Virginia

Fiscal & Administrative Management
1900 Kanawha Blvd E, Suite 800
Charleston, WV 25305
P: 304-558-2631
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Michael Sheets
Director of Purchasing
2019 Washington Street, East
Capitol Complex Building 15
Charleston, WV 25305

April 19, 2022

As I am sure you are aware, unemployment fraud increased drastically during the COVID outbreak. As a result, a Fraud Unit was developed within the UI Division and legislation has been introduced to further expand this unit. In addition, the Federal government awarded grant money to each state to combat the fraud issue. The approximate \$1 million awarded to West Virginia is due to expire June 30, 2022.

WorkForce West Virginia (WFWV) would like to purchase five (5) midsize SUVs to add to our agency fleet for use by the Fraud Unit. However, in working with the Fleet Management Division, we were informed that the vehicles on the statewide contract could not be delivered in time to be received, invoiced, and paid for by the June 30th deadline and therefore, we would not be able to use the Federally issued fraud money. The vehicles are required for the five staff positions, within the Fraud Unit, for fraud investigations.

Fleet has agreed that an outright purchase was our only option given the limited availability of vehicles in today's market. Paul Babbitt, WFWV, did some research to find midsize SUVs and availability is sparse. WFWV tried to procure the five vehicles through the direct award process, but all were not available to take possession of at the same time. Therefore, voiding the mandatories of the direct award. We would an approval to issue an emergency purchase order.

An emergency contract to purchase five mid-side SUVs, with a maximum budget amount of \$250,000 and with the following minimum specifications of:

- Engine: 4.0L V-6 or 3.5L V-6
- Transmission: 5-Speed Automatic or 8-Speed Automatic
- Fuel Milage: 16/19 (Minimum)
- Brakes: Power-assisted 4-wheel disc brakes
- Drivetrain:
 - Part-time 4WD system or AWD
 - Locking rear differential
 - Limited-slip center differential with locking feature
- Off-Highway: Approach/departure angle (degrees) 33/26
- Seating Capacity: Standard with optional third-row seat, 5 (minimum) 7(maximum)
- Curb Weight: 4,675 lbs.
- Towing:
 - Towing (SAE J2807 towing rating-compliant)
 - Towing capacity (lb.) 4,800 (Minimum)
- GVWR: 6,100 (Minimum) / 7,300 (Maximum)
- Fuel Capacity: 23 Gallon
- Heated Power Outside Mirrors with Turn Signal Indicators
- Heated Rear Window

1900 Kanawha Blvd. East * Building 3 Suite 300 * Charleston, WV 25305

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- Interior Cargo Volume (cu. Ft.)
 - Behind front/second row seats 89.7/47.2
 - Behind front/second row seats with sliding deck 88.8/46.3
 - Behind front/second/third row seats 88.8/46.3/9.0
- Audio: hands-free phone capability
- Steering: Engine speed sensing Variable Flow Control (VFC) power-assisted rack-and-pinion steering turning circle diameter, curb to curb (ft.) 37.4
- Wheelbase: 109.0 (Minimum) / 116.7 (Maximum)
- Interior Front/Second-row/Third-row Seats
 - Head room: 39.0-40.0/38.5-40.0/34.0-36.5
 - Hip room: 56.5-59.5/55.5-58.5/43.0-58.0
 - Leg room: 41.5-57.5/32.5-57.5/29.0-46.0
- Interior Cargo Volume (cu. Ft.):
 - Cargo volume behind front/second-row seats 89.7/47.2
 - Cargo volume behind front/second-row seats with sliding deck 88.8/46.3
- Technology Package:
 - Blind Spot Monitor with Rear Cross-Traffic Alert
 - Smart Key System with Push Button Start and remote illuminated entry
 - Air conditioning with air filter and second-row vents
 - Backup camera with projected path
 - Instrumentation with speedometer, tachometer, coolant temperature, fuel gauges, and warning messages
- Safety:
 - Pre-Collision System with Pedestrian Detection (PCS w/PD), Lane Departure Alert (LDA), Automatic High Beams (AHB), Dynamic Radar Cruise Control (DRCC)
 - Includes Vehicle Stability Control (VSC), Traction Control, Anti-lock Brake System (ABS) with Electronic Brake-force Distribution (EBD), Brake Assist (BA) and Smart Stop Technology® (SST)
 - Six airbags (Minimum) — driver and front passenger TAP (Thorax, Abdomen, Pelvis) front seat-mounted side airbags, and front and all row (third-row airbags on all models) Roll-sensing Side Curtain Airbags (RSCA)
 - 3-point seatbelts for all seating positions; driver's-side Emergency Locking Retractor (ELR) and Automatic/Emergency Locking Retractor (ALR/ELR) on all passenger seatbelts
 - Blind Spot Monitor with Rear Cross-Traffic Alert
- Pre-delivery Inspection: Prior to delivery or pickup, all vehicles must be thoroughly inspected and serviced in compliance with the manufacture's proscribed procedures which includes but is not limited to:
 - Complete vehicle lubrication.
 - Confirm oil level, fill crank case as needed, top off all fluids.
 - Adjust engine to proper operating condition.
 - Verify tire pressure and correct, as necessary.
 - Check front end alignment or four-wheel alignment, if applicable, and perform alignment, if needed, and balance all tires.
 - Wash/Clean interior and exterior of vehicle. Remove all unnecessary tags, stickers (including window stickers), papers, tags etc.; Window stickers need to be removed and placed inside the vehicle.
 - Include a minimum of one owner's manual.
 - Upon delivery, the vehicles fuel tanks shall be full of fuel.
 - Include temporary license plate and registration.
 - Affix a valid West Virginia Inspection Sticker to the windshield. The vehicle must be inspected in the month delivered.
 - No dealer insignia or other advertising shall be affixed to the vehicle or appear on any accessory such as mud flaps, bumpers, deck lids, etc. Vehicles delivered with such advertising will be rejected.

Thank you for your consideration,

Jane Shinn
 Director of Fiscal & Administrative Management (FAM)