

From: Sheets, Mike - Purchasing
Sent: Friday, July 12, 2019 4:40 PM
To: Dale Malcomb <Dmalcomb@WVPublic.org>
Cc: Gale, Stephanie L <Stephanie.L.Gale@wv.gov>
Subject: FW: [External] Rough draft of emergency approval?
Importance: High

Dale,

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

Regards,
Mike

From: Gale, Stephanie L <Stephanie.L.Gale@wv.gov>
Sent: Friday, July 12, 2019 3:50 PM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Subject: FW: [External] Rough draft of emergency approval?
Importance: High

Educational Broadcasting Authority is requesting an Emergency Purchase for transmitter/translator equipment to keep up with FCC regs.

Thanks,

Steph

From: Dale Malcomb <dmalcomb@wvpublic.org>
Sent: Friday, July 12, 2019 3:49 PM
To: Gale, Stephanie L <Stephanie.L.Gale@wv.gov>
Subject: Re: [External] Rough draft of emergency approval?

OK. I just realized I left something out. I'm sending another copy. Please review this one.

Dale Malcomb

Purchasing Coordinator

Director of Information Technology

Phone: (304) 254-7858

Cell: (304) 222-9252

dmalcomb@wvpublic.org

From: Gale, Stephanie L <Stephanie.L.Gale@wv.gov>
Sent: Friday, July 12, 2019 3:45 PM
To: Dale Malcomb
Subject: RE: [External] Rough draft of emergency approval?

On a call and couldn't answer yours right then. But I'll look this over and send it to Mike unless changes need made. If you need to chat before I send it, let me know and as soon as I'm off the phone I can call.

From: Dale Malcomb <dmalcomb@wvpublic.org>
Sent: Friday, July 12, 2019 3:43 PM
To: Gale, Stephanie L <Stephanie.L.Gale@wv.gov>
Subject: [External] Rough draft of emergency approval?

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Stephanie:

Please review the attache request for an emergency purchase. If you think it is sufficient, please see if Mike will sign it. I'm calling you as soon as I send this.

Thanks.

Dale Malcomb

Purchasing Coordinator

Director of Information Technology

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dmalcomb@wvpublic.org

West Virginia Public Broadcasting
"Telling West Virginia's Story"
www.wvpublic.org

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

July 12th, 2019

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

Re: Emergency purchase of parts required for installation of new transmitter.

Mr. Sheets:

The FCC requires that we change our broadcast frequency on all our Television transmitters. We have three transmitters and seven translators that must be replaced. One transmitter and one translator must be completed by August 2nd or we are required to turn them off.

We are in the process of replacing the first transmitter and the installers have notified us that they will need additional parts to complete the installation. Currently we know we will need a transmission line reducer costing a little under \$1,000.00 and an electrical load center probably costing between \$10,000.00 and \$15,000.00. We have several vendors looking for an exact cost on the load center, but we have no definite information yet. We would not be surprised if there is also a need for additional parts as the installation continues next week. We have exceeded \$25,000.00 on the commodity types involved so are submitting this through your office.

We are requesting an approval to purchase up to \$20,000.00 of parts on an emergency basis to complete this installation by the mandated deadline. This should be enough to purchase the two parts we certainly need and leave a buffer if we need other parts unexpectedly. We understand you typically have a complete list of parts and costs before you approve an emergency purchase, but this is just not possible right now. Since we can't, however, we are hoping you can approve this maximum amount to be used (if necessary) during this emergency.

As always, thank you for your consideration and time. We await your response.

Sincerely,



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

CC Chuck Roberts, Executive Director, WV Educational Broadcasting Authority
CC Steven Grindstaff, Purchasing Agent, WV Educational Broadcasting Authority
CC Stephanie L Gale, Buyer, Purchasing Division