

**From:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
**Sent:** Monday, June 15, 2020 3:51 PM  
**To:** Alexander, Peggy L <[Peggy.L.Alexander@wv.gov](mailto:Peggy.L.Alexander@wv.gov)>  
**Cc:** Reed, Sherri A <[Sherri.A.Reed@wv.gov](mailto:Sherri.A.Reed@wv.gov)>; Yoakum, Maria A <[Maria.A.Yoakum@wv.gov](mailto:Maria.A.Yoakum@wv.gov)>; Lyle, Tara L <[Tara.L.Lyle@wv.gov](mailto:Tara.L.Lyle@wv.gov)>; Whittaker, Frank M <[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)>; Totten, Mark L <[Mark.L.Totten@wv.gov](mailto:Mark.L.Totten@wv.gov)>  
**Subject:** RE: Emergency contract request for Food

Peggy,

Your emergency is approved. Please follow emergency purchasing procedures as found in the 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

**From:** Alexander, Peggy L <[Peggy.L.Alexander@wv.gov](mailto:Peggy.L.Alexander@wv.gov)>  
**Sent:** Monday, June 15, 2020 2:15 PM  
**To:** Sheets, Mike - Purchasing <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
**Cc:** Reed, Sherri A <[Sherri.A.Reed@wv.gov](mailto:Sherri.A.Reed@wv.gov)>; Yoakum, Maria A <[Maria.A.Yoakum@wv.gov](mailto:Maria.A.Yoakum@wv.gov)>; Lyle, Tara L <[Tara.L.Lyle@wv.gov](mailto:Tara.L.Lyle@wv.gov)>  
**Subject:** Emergency contract request for Food  
**Importance:** High

Attached is a request for an emergency 3-month contract for Food for Clarksburg and Barboursville. Please review and advise at your earliest convenience.

*NOTE: We are working from home as much as possible. I have access to email or you may call me on my cell.*

*Thanks,  
Peggy Alexander  
Administrative Services Manager I  
WV Veterans Nursing Facility  
1 Freedom Way, Clarksburg, WV 26301  
304-626-1602 x.2015  
Cell 304-997-2495*



*West Virginia Veterans Nursing Facility  
One Freedoms Way  
Clarksburg WV 26301*

June 15, 2020

Mike Sheets, Purchasing Director  
WV Purchasing Division  
1019 Washington Street, E.  
Capitol Complex Building 15  
Charleston, WV 25305

Re: Emergency Food Contract

Dear Director Sheets,

The WV Veterans Nursing Facility in Clarksburg and the WV Veterans Nursing Home in Barboursville are requesting approval for an emergency contract for food a term not to exceed three (3) months. We are in the process of putting this out for bid again as the previous bid crashed with only one vendor bidding and not meeting a mandatory specification.

FOOD16B statewide contract with US Foods expired 9/30/19 and FOOD16A statewide contract with Wendling's expired 12/31/19. The cost for these services has been approximately \$19,500 per month, so the estimated cost for three (3) months spend is \$58,500.

Feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Peggy Alexander".

Peggy Alexander  
Business Manager/ASM1

cc: Tara Lyle  
Sherri Reed  
Maria Yoakum  
Mike Lyons  
Conda Collins