

From: **Sheets (Purchasing), Mike** <[william.m.sheets@wv.gov](mailto:william.m.sheets@wv.gov)>  
Date: Mon, Jan 31, 2022 at 9:06 PM  
Subject: Fwd: Need approval for an emergency purchase.  
To: Dale Malcomb <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)>, Whittaker, Frank M <[frank.m.whittaker@wv.gov](mailto:frank.m.whittaker@wv.gov)>, Toby L Welch <[toby.l.welch@wv.gov](mailto:toby.l.welch@wv.gov)>  
Cc: Totten, Mark L <[mark.l.totten@wv.gov](mailto:mark.l.totten@wv.gov)>

Dale,

Your emergency request is approved, pending your request and receipt of approval from the Office of Technology. 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: **Dale Malcomb** <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)>  
Date: Mon, Jan 31, 2022 at 6:40 PM  
Subject: Need approval for an emergency purchase.  
To: Sheets, Mike - Purch <[William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)>  
Cc: Frank Whitaker <[frank.m.whittaker@wv.gov](mailto:frank.m.whittaker@wv.gov)>, Welch, Toby L <[toby.l.welch@wv.gov](mailto:toby.l.welch@wv.gov)>

Mike:

Attached is a request for approval to make an emergency purchase. Please review it and let me know your decision at your earliest convenience.

Thank you.

Dale Malcomb  
Purchasing Coordinator  
Director of Information Technology

Fleet Coordinator  
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)

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

January 31<sup>st</sup>, 2022

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

Re: Emergency purchase of high-throughput storage to replace failing unit.

Mr. Sheets:

We recently experienced a catastrophic hardware failure on equipment that runs 21 of our virtual servers. Several of these perform critical functions and we cannot afford for them to be down. We were able to get the equipment back up at 25% functionality but expect it to fail completely any minute.

We would like approval to make an emergency purchase of a high-throughput storage unit to operate our virtual servers. The cost should be between \$25,000.00 and \$30,000.00.

Please respond as soon as you can as our systems are in a critical state. If you have questions or need more information don't hesitate to contact me any time.

Thank you for your time and consideration.

Sincerely,



C. Dale Malcomb