

From: **Sheets (Purchasing), Mike** <william.m.sheets@wv.gov>
Date: Mon, Nov 29, 2021 at 10:31 AM
Subject: Re: Statewide Contract for Records Management Services (RECMGT-EMG)
To: Lipscomb, Donna M <donna.m.lipscomb@wv.gov>
Cc: James D Meadows <James.D.Meadows@wv.gov>, Frank M Whittaker <frank.m.whittaker@wv.gov>, Jennelle Jones <jennelle.h.jones@wv.gov>, Mark A Atkins <mark.a.atkins@wv.gov>

Ms. Lipscomb,

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
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On Mon, Nov 29, 2021 at 10:13 AM Lipscomb, Donna M <donna.m.lipscomb@wv.gov> wrote:

Dear Mr. Sheets,

The West Virginia Office of Technology (WVOT) is requesting an emergency 30 day contract with Iron Mountain, Incorporated under the same terms and conditions as the existing contract.

The current contract expires tomorrow, November 30, 2021. This office has been negotiating with Iron Mountain for a Direct Award Contract for many weeks, but we have not come to an agreement. This emergency contract is needed as a bridge until the Direct Award Contract can be put into place. Without an emergency contract in place, agencies would not be able to access and manage their records or pay their invoices for storage costs and records management services. We are hopeful that a thirty day emergency contract would give us sufficient time to get a new contract in place, as we have resolved many of the outstanding issues with just a few remaining items to be negotiated.

Thank you very much for your consideration of this request for a thirty day emergency contract. If you have any questions, or need any additional information prior to making a determination, please do not hesitate to contact me. Thanks again!

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Donna M. Lipscomb

WV Records Management Program Administrator
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Charleston, WV 25305
304-352-4943