

From: **Atkins, Mark A** <[mark.a.atkins@wv.gov](mailto:mark.a.atkins@wv.gov)>  
Date: Wed, Aug 31, 2022 at 1:15 PM  
Subject: Fwd: Emergency Procurement Approval Request  
To: Rachel S Perry <[rachel.s.perry@wv.gov](mailto:rachel.s.perry@wv.gov)>  
Cc: Mark L Totten <[mark.l.totten@wv.gov](mailto:mark.l.totten@wv.gov)>, Toby L Welch <[toby.l.welch@wv.gov](mailto:toby.l.welch@wv.gov)>

Rachel,

Your request for an emergency purchase of 3 UTV's is approved. It is apparent from the email chain that procuring the 6 UTV's previously approved in the original request was unsuccessful and 3 are still needed. This emergency approval is specific to the 3 units still needed and is not for any particular brand, model, manufacturer, or vendor.

Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return all documentation to Toby Welch for processing within 30 days of this approval.

*Thanks,  
Mark Atkins, Buyer Supervisor  
WV Purchasing Division*

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

From: **Welch, Toby L** <[toby.l.welch@wv.gov](mailto:toby.l.welch@wv.gov)>  
Date: Wed, Aug 31, 2022 at 1:07 PM  
Subject: Fwd: Emergency Procurement Approval Request  
To: Mark A Atkins <[mark.a.atkins@wv.gov](mailto:mark.a.atkins@wv.gov)>

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

From: **Perry, Rachel S** <[rachel.s.perry@wv.gov](mailto:rachel.s.perry@wv.gov)>  
Date: Thu, Aug 18, 2022 at 1:28 PM  
Subject: Fwd: Emergency Procurement Approval Request  
To: Mike M Sheets (Purchasing) <[william.m.sheets@wv.gov](mailto:william.m.sheets@wv.gov)>, Toby L Welch <[toby.l.welch@wv.gov](mailto:toby.l.welch@wv.gov)>  
Cc: Harry Evans <[h.tony.evans@wv.gov](mailto:h.tony.evans@wv.gov)>, Sharon L Summers <[sharon.l.summers@wv.gov](mailto:sharon.l.summers@wv.gov)>

The WV Division of Forestry respectfully requests an extension of the emergency purchase approval previously granted for the purchase of UTVs. We have only been

able to purchase 3 of the needed 6 UTVs due to the ongoing issue of limited inventory. Another new UTV only became available in the last week.

The UTVs are critical for our fire suppression efforts, especially with fall fire season fast approaching and having recently sent a crew to Northern California for Western Fire Mobilization. The UTVs can get to areas to combat wildfires that regular vehicles simply can not.

If you have any questions or concerns please let me know.

Thank you for your time and consideration.

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

From: **Sheets (Purchasing), Mike** <[william.m.sheets@wv.gov](mailto:william.m.sheets@wv.gov)>

Date: Mon, May 16, 2022 at 4:00 PM

Subject: Re: Emergency Procurement Approval Request

To: Perry, Rachel S <[rachel.s.perry@wv.gov](mailto:rachel.s.perry@wv.gov)>

Cc: Toby L Welch <[toby.l.welch@wv.gov](mailto:toby.l.welch@wv.gov)>, Harry Evans <[h.tony.evans@wv.gov](mailto:h.tony.evans@wv.gov)>, Totten, Mark L <[mark.l.totten@wv.gov](mailto:mark.l.totten@wv.gov)>

Dear Rachel Perry,

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

Regards,

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

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

On Mon, May 16, 2022 at 1:40 PM Perry, Rachel S <[rachel.s.perry@wv.gov](mailto:rachel.s.perry@wv.gov)> wrote:  
Good morning! The WV Division of Forestry respectfully requests your approval for the emergency procurement of four (4) 2WD/4WD utility terrain vehicles and two (2) 4WD/6WD utility terrain vehicles for fire suppression. We processed a solicitation for each type of UTV and received no response. Due to limited availability of inventory we

have been unable to obtain these through formal purchasing procedures. We are also needing to purchase these with expiring FY2022 funds.

The purchase of the UTVs for our fire suppression efforts is critical. They can get into areas to fight wildfires that traditional vehicles can not. The new 2WD/4WD UTVs would also be replacing those that are approaching the end of their lifespan. With the purchase of the 4WD/6WD UTVs we would equip them with water tanks to suppress forest fires in the state and also have the ability to send them with our crews for Western Fire Mobilization.

If you have any questions or concerns please let me know.

Thank you for your time and consideration.

--

Rachel S. Perry  
WV Division of Forestry  
7 Players Club Drive  
Charleston, WV 25311  
304-352-4872  
[rachel.s.perry@wv.gov](mailto:rachel.s.perry@wv.gov)

--

Rachel S. Perry  
WV Division of Forestry  
7 Players Club Drive  
Charleston, WV 25311  
304-352-4872  
[rachel.s.perry@wv.gov](mailto:rachel.s.perry@wv.gov)

--

--

**Toby L. Welch, Senior Buyer**  
West Virginia Purchasing Division  
2019 Washington Street East  
Capitol Complex Building 15  
Charleston, WV 25305  
304-558-8802 ext 57522  
[Toby.L.Welch@wv.gov](mailto:Toby.L.Welch@wv.gov)



**Confidentiality Notice:** This e-mail communication and any attachments contain confidential, legally privileged, and/or non-public information and is for the sole use of the intended recipient(s). If you are not an intended recipient, and have received this communication, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution, saving, copying or other use of the communication, any attachments, or their contents is strictly prohibited. If you have received this communication in error, please: (1) notify the sender immediately by replying to this message and (2) immediately delete this communication, any attachments, and the reply to sender from your system without printing, forwarding, or saving any copies.

If you are the intended recipient, please secure the contents in accordance with all applicable state or federal requirements related to the privacy and confidentiality of information, including the HIPAA Privacy guidelines