

From: **Sheets (Purchasing), Mike** <william.m.sheets@wv.gov>
Date: Tue, Jul 19, 2022 at 12:58 PM
Subject: Re: Emergency Purchase of Janitorial Services
To: Rosen, Bryan D <bryan.d.rosen@wv.gov>
Cc: Whittaker, Frank M <frank.m.whittaker@wv.gov>, Totten, Mark L <mark.l.totten@wv.gov>

Bryan,

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

On Tue, Jul 19, 2022 at 12:54 PM Rosen, Bryan D <bryan.d.rosen@wv.gov> wrote:
Please see the emergency purchase request for janitorial services for BCF. If you need any additional information please let me know.

Bryan

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

From: **Walizer, Anthony J** <anthony.j.walizer@wv.gov>
Date: Tue, Jul 19, 2022 at 12:49 PM
Subject: Emergency Purchase of Janitorial Services
To: Bryan D Rosen <bryan.d.rosen@wv.gov>
Cc: Jim K Weekley <jim.k.weekley@wv.gov>, Melissa D Rosen <melissa.d.rosen@wv.gov>

Good Afternoon Bryan!

Requesting Emergency Purchase approval for janitorial services from 07/30/2022 to 10/31/2022 to cover janitorial services for 38 of our counties offices. The janitorial

services contract that we have currently with WVARF for these services will expire on 07/29/2022. Currently there is no statewide contract in place for these services. We were just made aware of this potential lapse in coverage and need to request an emergency purchase with the estimated total cost of \$400,000.00 to provide continual coverage for these important services.

Thank you for your consideration of this request. Please let me know if you have any questions or concerns.

Thank You!!
Tony

Tony Walizer, Purchasing Director
WV DHHR Bureau for Children and Families
350 Capitol Street, Suite 730
Charleston WV 25301