

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

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>

Date: Tue, Jun 10, 2025 at 8:10 AM

Subject: Re: Emergency Purchase Request

To: Jones, James R <james.r.jones@wv.gov>

Cc: Samantha L Willis <samantha.l.willis@wv.gov>, Ada M Kennedy <ada.m.kennedy@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>, Robert P Kilpatrick <Robert.P.Kilpatrick@wv.gov>

Jamie,

Your emergency request is approved for remediation of the flooded Capitol capitol mai building due to a waterline failure.

Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return the completed contract to this office within 30 days of this approval for public posting.

On Mon, Jun 9, 2025 at 5:09 PM Jones, James R <james.r.jones@wv.gov> wrote:

Good afternoon,

Please find attached our WV-45 to detail the Emergency Purchasing process taken to address a failure in the chilled water system in the basement of the main Capitol. To remedy the situation, ServPro was called out to begin water extraction, and will eventually address repairs as a result of the flooding.

Thank you,

James (Jamie) R. Jones
Procurement Administrator
General Services Division
112 California Avenue
Suite 644
Charleston, WV 25305
(P) 304-352-5517
(C) 304-356-1076
(F) 304-558-1475

"Only when the power of love overcomes the love of power will the world know peace." J.
Hendrix

EFT (direct deposit) payments are the safest, quickest way to receive payment!

Click the link <https://www.wvsao.gov/ElectronicPayments/Default>

--

Frank Whittaker, CPPB, NIGP-CPP

Assistant Director
West Virginia Purchasing Division
2019 Washington Street, East
Charleston, WV 25305
(304) 558-2316
frank.m.whittaker@wv.gov



WEST VIRGINIA PURCHASING DIVISION

Emergency Purchase Request Form for Central Purchases

(Purchases Exceeding Agency's Delegated Spending Threshold)

Statutory Authority: Pursuant to West Virginia Code §5A-3-15 and 148 C.S.R. 1-7.6, the director may authorize, in writing, a state spending unit to purchase in the open market, without filing requisition or estimate, specific commodities for immediate delivery to meet bona fide emergencies arising from unforeseen causes.

Follow-up Award Requirements: Effective July 1, 2024, agencies have delegated authority, upon written approval, to process all emergency purchases as agency contracts. Agencies must submit all contract documents to Purchasing.Division@wv.gov no later than 30 days of issuance.

Description of the emergency circumstance(s) that led to this emergency purchase request:
(What is the emergency situation? Provide detailed information.)

Proposed remedy:

(What is the item or service that needs to be purchased to remedy the emergency situation in the short term?)

Estimated cost:

(How much will the items or service cost to rectify the situation? Include total cost.)

Proposed duration/quantity:

(If a service is needed, how long will you need it until you can properly bid out a long-term solution? If an item is needed, how many does your agency need?)