

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

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

Date: Thu, Jun 12, 2025 at 2:10 PM

Subject: Re: Emergency Purchase Order

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

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

Jamie,

Your request for emergency repairs to the basement of the main Capitol Building due to flooding as a result of a main waterline break is approved. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return all completed contracts to this office within 30 days of this approval for public posting.

Thank you,

On Thu, Jun 12, 2025 at 1:53 PM Jones, James R <james.r.jones@wv.gov> wrote:

Good afternoon,

Please find attached our WV-45 to detail the Emergency Purchasing process requested to address making repairs to flooring and walls as a result of the flooding that occurred in the basement of the main Capitol basement on 6/8/2025. As ServPro has made efforts in the initial response to the flooding, it's become apparent that there was severe damage that would need to be addressed by bringing in Contractors to perform more intensive work that what ServPro could complete in a timely manner.

Thank you,

James (Jamie) R. Jones

Procurement Administrator

General Services Division

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Frank Whittaker, CPPB, NIGP-CPP

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APPROVED

BY

DATE:

6/12/25

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.)

On the afternoon of Sunday, June 8, 2025, there was a failure of a coupling on the chilled water lines in Building 1. When the fitting failed, highly pressurized water flooded a portion of the West Main basement.

Proposed remedy:

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

In order to mitigate the potential of mold growth as a result of the extensive water damage that occurred, we need to procure the services of contractors to address making repairs to flooring and walls. The Agency has a responsibility to maintain tenant space in these areas, which cannot be easily relocated to potential other areas on the campus due to the services provided.

Estimated cost:

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

Cost will exceed Agency-delegated \$100,000.00 authority. At this time we are still determining the full scope of work that would be required, and discussing options with tenants.

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?)

The work from this emergency purchase would remedy the issue for services that the Agency would not have the man-power to address in timely manner.