

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Mon, Mar 24, 2025 at 1:20 PM
Subject: Fwd: Emergency Purchase Request - Elevator
To: <lrandolph@psc.state.wv.us>
Cc: Larry D McDonnell <larry.d.mcdonnell@wv.gov>

Lindsey,

Your request for emergency repair of the elevator at an estimated cost of \$150,000.00 is approved. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook, including getting 3 bids where possible. Please forward all completed contract documents to this office for public posting within 30 days of this approval.

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

From: **McDonnell, Larry D** <larry.d.mcdonnell@wv.gov>
Date: Thu, Mar 20, 2025 at 2:02 PM
Subject: Fwd: Emergency Purchase Request - Elevator
To: Frank M Whittaker <frank.m.whittaker@wv.gov>

Frank,

Please see attached request.

Thanks,

Larry McDonnell

Senior Buyer, Purchasing Division

304-558-2063 • Larry.D.McDonnell@wv.gov



Procurement Excellence Through Collaboration and Service

2019 Washington St. E. • Charleston, WV 25305
(304) 558-2306 • Purchasing.Division@wv.gov

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From: **Randolph, Lindsey** <LRandolph@psc.state.wv.us>

Date: Thu, Mar 20, 2025 at 1:13 PM

Subject: Emergency Purchase Request - Elevator

To: purchasing.division@wv.gov <purchasing.division@wv.gov>, McDonnell, Larry D
<larry.d.mcdonnell@wv.gov>

Good Afternoon,

Please see the updated emergency purchase request from the PSC.

Thank you,

Lindsey Randolph

Procurement Officer

Public Service Commission of WV

PO BOX 812

Charleston, WV 25323

304-340-0322

304-340-3742 (fax)

lrandolph@psc.state.wv.us

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From: Randolph, Lindsey
Sent: Wednesday, March 19, 2025 1:39 PM
To: purchasing.division@wv.gov
Subject: Emergency Purchase Request - Elevator

Good Afternoon,

The PSC has an emergency purchase request for an elevator. I have attached WV-45, along with pictures.

Thank you!

Lindsey Randolph
Procurement Officer
Public Service Commission of WV
PO BOX 812
Charleston, WV 25323
304-340-0322
304-340-3742 (fax)
lrandolph@psc.state.wv.us

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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?)

Estimated Parts Being Replaced

Machine Room:

- Hydraulic Elevator Controller
- Submersible Power Unit that includes new pump, motor and valve
- Hydraulic Oil
- Emergency Battery Lowering
- Tank Heater
- Machine Room Wiring
- Oil line – Add shutoff in Machine Room, New gaskets

Car Door Equipment (Front):

- Door Operator
- Car Header, tracks, clutch, gate switch, door detector
- Door Restrictor
- Stainless Steel Car Door

Landing Door Equipment:

- Interlocks, still closers
- Door Rollers, Escentrics
- Aluminum Track Liner for existing Integral Header/Track
- Door Gibs and Fire Tabs

Fixtures:

- Main car operational panel
- Car riding Directional Lantern
- Access Switch – Top & Bottom if required by code
- Hall Pushbutton Stations – Flush Mount

Wiring:

- Hoistway Wiring
- Hoistway and Machine Room Duct
- Car Wiring and Travel Cable

Pit:

- Hydraulic Oil
- Jack Packing
- Oil Line – Add Shutoff in Pit, New Gaskets

T-6 = G-1 DDT
D-8 = DDF-4







