



WEST VIRGINIA PURCHASING DIVISION

APPROVED
BY: *FW* DATE: *10/31/25*

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 are delegated the 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.)

Low-band radios are a critical component of our communication infrastructure, providing reliable, long-range communication not dependent on cellular networks. Low-band radios are essential for employee and public safety operations. Radios are used by supervisors and field crews for coordinating emergency responses during inclement weather situations. WVDOT is unable to bid this procurement due to significant delays in obtaining approval from a sister agency. When approval was obtained, there was no time to process a formal solicitation to ensure public safety.

Proposed remedy:

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

An emergency purchase of low-band radios is justified by the critical need for uninterrupted communication during the upcoming SRIC season and will ensure continued communication in inclement weather situations. The purchase is necessary due to an increase of fleet vehicles.

Estimated cost:

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

\$600,000.00

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?)

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