

From: **Whittaker, Frank M** <[frank.m.whittaker@wv.gov](mailto:frank.m.whittaker@wv.gov)>  
Date: Thu, Sep 18, 2025 at 4:10 PM  
Subject: Re: OIG Emergency Purchase Request for Vehicles  
To: Cajohn, Jennifer L <[jennifer.l.cajohn@wv.gov](mailto:jennifer.l.cajohn@wv.gov)>  
Cc: Samantha L Willis <[samantha.l.willis@wv.gov](mailto:samantha.l.willis@wv.gov)>, Ann V Urling <[ann.v.urling@wv.gov](mailto:ann.v.urling@wv.gov)>, Brock A Jarrett <[brock.a.jarrett@wv.gov](mailto:brock.a.jarrett@wv.gov)>, Totten, Mark L <[mark.l.totten@wv.gov](mailto:mark.l.totten@wv.gov)>, Hustead, Crystal G <[crystal.g.hustead@wv.gov](mailto:crystal.g.hustead@wv.gov)>

Jennifer,

Please see the attached approval for the emergency purchase of up to 12 replacement vehicles. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook, and return all completed contracts to this office for public posting within 30 days of this approval.

On Thu, Sep 18, 2025 at 11:48 AM Cajohn, Jennifer L <[jennifer.l.cajohn@wv.gov](mailto:jennifer.l.cajohn@wv.gov)> wrote:  
Hello,

Please see attached the completed Emergency Purchase Request Form (WV-45) for the emergency purchase of 12 vehicles for OIG/OHFLAC.

Please let me know if you have any questions or need any additional information.

Thank you,  
Jennifer



## **Jennifer L. Cajohn**

*Accountant/Auditor*

### **Office of Inspector General Office of Health Facility Licensure & Certification**

408 Leon Sullivan Way  
Charleston, WV 25301  
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**Frank Whittaker**

**Assistant Director**

Purchasing Division

304-558-2316 | [Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)

2019 Washington St. E., Charleston, WV 25305





**APPROVED**

BY: *[Signature]* DATE: 9/18/25

**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 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.)*

The Office of Inspector General (OIG) is seeking to purchase 12 replacement vehicles for the OHFLAC fleet. Nine (9) of the vehicles to be replaced meet Fleet Management Division's (FMD) replacement criteria of more than 5 years old with greater than 120,000 miles. The remaining three (3) vehicles to be replaced are greater than 5 years old with fewer than 120,000 miles, but have significant repairs and maintenance costs. Federal funding is currently available to purchase these vehicles, but must be fully expended through the State Auditor's Office by 9/30/25.

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

Twelve (12) vehicles are needed to replace vehicles currently on the OHFLAC fleet that meet the replacement criteria or have significant repair and maintenance costs. OIG contacted two vendors on the Statewide contract for vehicle purchases, but neither vendor can provide the vehicles needed prior to the expiration of the Federal funding. The vehicle purchase must be complete prior to the expiration of the Federal funding, which must be fully expended through the State Auditor's Office by 9/30/2025.

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

\$364,272

**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?)*

OIG needs 12 vehicles for the OHFLAC fleet.