

**APPROVED**

BY: TW DATE: 6/11/26



### Emergency Purchase Request Form for Central Purchases (WV-45)

**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.

**Agency Information:**

Agency/Department: 0803 Wv Department of Transportation  
Procurement Officer: Kristy James  
Date of Request: 6/11/26

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

The bridge at Farrow Hill Road in District 3 has been closed due to damage and safety concerns. The road in this area is blocked and traffic is being detoured. This closure poses a significant hazard for public safety and delays for emergency personnel. This emergency request is to replace the bridge with the Inquick bridge modular components. The bridge is 17.8 ft wide with a 30 linear ft span

**Proposed remedy:**

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

Issue an emergency one time purchase for INQUICK 17.8 by 30 linear ft bridge

**Estimated cost:**

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

\$234,070.00

**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?)

One time repair and includes components only. WVDOT will be providing the labor for installation.

Rev. 2/9/2026  
WVDOT Deputy Business Manager Approval:  
  
WVDOT Procurement Officer Approval:

Signed by:  
Robert W. Stewart/2026  
D9C4FD6AA8694C7...  
Signed by:  
Kristy E. James/11/2026

West Virginia Purchasing Division  
Emergency Purchase Request Form (WV-45)



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

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## WV DOT Emergency Bridge Replacement Request

1 message

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**James, Kristy E** <kristy.e.james@wv.gov>

Thu, Jun 11, 2026 at 8:19 AM

To: John W Estep <John.W.Estep@wv.gov>, Frank M Whittaker <frank.m.whittaker@wv.gov>

Cc: Amber J Heath <amber.j.heath@wv.gov>, Angie L Chaney <Angie.L.Chaney@wv.gov>

Good Morning,

WVDOT is requesting emergency approval to proceed with a purchase of components to replace the Farrow Hill Road bridge in District 3. WVDOT forces will install modular components to replace this bridge. The total estimated cost for the components is around \$235,000.


Attached is the DOT approved emergency request form.

Thank you

Kristy James  
WV DOT Procurement Division  
Director & Procurement Officer  
304/414-7104

Procurement Requests should be directed to: DOTProcurement@wv.gov Inventory related questions should be directed to DOTInventory@wv.gov

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 **Complete\_with\_Docusign\_WV45\_EmergencyPurchas.pdf**  
219K