



APPROVED

BY: Za DATE: 7/24/26

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: WVDOT
Procurement Officer: Kristy James
Date of Request: 7/24/26

Description of the emergency circumstance(s) that led to this emergency purchase request:

(What is the emergency situation? Provide detailed information.)

Emergency water remediation for extensive flood damage which occurred in the 7/21/26 flood event that affected the Buckhannon/Weston area. All but one of the buildings at the Equipment Division complex in Buckhannon sustained extensive water damage.

Proposed remedy:

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

Given the extensive damage to the Equipment Division buildings, a water damage restoration specialty company is required to immediately extract water and dry the facility, assist with clean up and treat the structure with antimicrobials to prevent mold growth. It is critical that extensive action is taken immediately to prevent mold growth and to protect our employees and building structure.

Estimated cost:

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

\$200,000.00

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?)

Issue one time purchase order for service to be performed within the week and until facility is dry.