

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

Date: Mon, Mar 31, 2025 at 2:57 PM

Subject: Fwd: Need approval for an emergency purchase.

To: Dale Malcomb <Dmalcomb@wvpublic.org>

Cc: Larry D McDonnell <larry.d.mcdonnell@wv.gov>, Lyle, Tara L <tara.l.lyle@wv.gov>, Totten, Mark L <mark.l.totten@wv.gov>, Greg Clay <gregory.c.clay@wv.gov>

Dale,

Your emergency request for the removal of a collapsed microwave tower in Pinnacle WV is approved. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook, and return the completed contract(s) to this office for public posting within 30 days if this approval.

It is my understanding that the agency will bid for the construction of a replacement tower at a later date. As always, please let us know if you have any questions or concerns while developing the specifications for the replacement.

Frank Whittaker, CPPB, NIGP-CPP

Assistant Director

West Virginia Purchasing Division

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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?)