



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

APPROVED
BY: FW DATE: 6/25/26

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: WV Department of Tourism
Procurement Officer: Mary Kemper
Date of Request: 6/23/26

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

Seeking approval for emergency procurement of production services from Premier Entertainment Group, LLC for the America 250 Anniversary Celebration (July 25, 2026). After two failed bidding attempts, this emergency measure is necessary to address the project's specialized needs and compressed timeline, ensuring the event's effective execution.

Proposed remedy:

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

Procure professional event production services, including audio, video, staging, lighting, technical support, equipment, installation, operation, and teardown services necessary for the successful execution of the West Virginia America 250 Celebration scheduled for July 25, 2026. These services are required to support scheduled performances, presentations, ceremonies, and public programming and to ensure safe and effective event operations.

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?)

This is a one time purchase.

----- Forwarded message -----

From: **McDonnell, Larry D** <larry.d.mcdonnell@wv.gov>

Date: Thu, Jun 25, 2026 at 1:16 PM

Subject: Re: Emergency Request

To: Kemper, Mary R <mary.r.kemper@wv.gov>

Cc: Samantha L Willis <samantha.l.willis@wv.gov>, Frank M Whittaker
<frank.m.whittaker@wv.gov>, Gregory C Clay <gregory.c.clay@wv.gov>, Mark L Totten
<mark.l.totten@wv.gov>

Good afternoon Mary Kemper,

Your request for an emergency purchase of production services for the America 250 Anniversary Celebration, estimated at \$216,000, has been approved.

Please follow all emergency procedures outlined in the Purchasing Division procedures handbook and return the completed contract to this office for public posting.

Thanks,

Larry D. McDonnell

Larry D. McDonnell

Senior Buyer

Purchasing Division

304-558-2063 | Larry.D.McDonnell@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Thu, Jun 25, 2026 at 12:54 PM Kemper, Mary R <mary.r.kemper@wv.gov> wrote:

Good afternoon Mrs. Willis,

Please find the attached emergency request for Audio Visual services to be provided by Premier Entertainment.

I have drafted this documentation to address our immediate requirements and ensure all procurement protocols are satisfied given the urgent nature of this project.

Thank you,

Mary

--

Mary Kemper

Accounting Coordinator/

Construction Procurement Specialist

304-352-0506 | Mary.R.Kemper@wv.gov

Capitol Complex | 1900 Kanawha Blvd East

Building 9 | Charleston, WV 25305

PRIVILEGED AND CONFIDENTIAL COMMUNICATION

The information transmitted in this email is intended only for the person or entity to whom it is addressed and may contain confidential and/or privileged material. Any use of this information other than by the intended recipient is prohibited. If you receive this message in error, please send a reply email to the sender and delete the material from any and all computers.