



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

APPROVED
BY: FW DATE: 8/2/26

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 Transportation

Procurement Officer: Kristy James

Date of Request: 8/19/26

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

Equipment Division is requesting permission to proceed with an emergency replacement of the garage doors which were damaged in the recent flood event. The Equipment Division buildings are now getting back into working order and we are in the process of replacing damaged items. The current doors are not functional and are not sufficient to protect equipment being replaced. Additional costs are being incurred to secure the facility and equipment.

Proposed remedy:

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

WVDOT would like to hire a vendor to provide installation and materials to replace the damaged garage doors. The work needs to be completed to coincide with equipment replacement. A one time purchase order is needed. WVDOT is working with the State's insurance provider for the damage.

Estimated cost:

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

Approximate cost to replace 19 oversized garage doors for tandem dump trucks is \$250,000.00

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?)

One time purchase for immediate installation.