



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

APPROVED
J. W. [Signature]
8/25/26

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: West Virginia General Services Division

Procurement Officer: Cody Taylor

Date of Request: 8/25/26

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

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

Direct lightning strike to our 40 Ton RTU unit at Building 84. The unit needs replaced immediately for the building to be suitable for the tenants and to prevent any damages caused by humidity.

Proposed remedy:

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

Replacement of the Unit (40 Ton RTU).

Estimated cost:

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

\$150,657.00

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?)

1 Unit (40 Ton RTU)

**General Services
Division**

Memo

To: File

From: Cody Taylor Procurement Specialist *Cody Taylor*

Date: September 1, 2026

Re: APO GSD2700000045 Building 84 (40 Ton) RTU Replacement (EPO)

Please let this memo serve as justification for the subject Purchase Order. This work was solicited to three vendors under EPO status, Casto Technical (Ben Lancaster), DSO Mechanical Services (Mike Laughlin) Alpha Energy Solutions (Bob Harless). Their prices are as follows:

Alpha Energy Solutions – \$132,200.00 (10 week lead time on Unit)

Casto Technical – \$150,657.00 (6 week lead time on Unit)

DSO Mechanical Services LLC - \$151,400.00 (8-10 week lead time on Unit)

This work was done due to a direct lighting strike on the Building 84 RTU Unit. The cost to repair all the damage parts was found to be more expensive than completely changing the unit out. Time is of the essence, as we close in on cold weather months, the Agency is awarding Casto Technical services to ensure there is adequate heating in the building so no further damage is caused.

Cody Taylor
Procurement Specialist Sr.
General Services Division