



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

Emergency Purchase Request

1 message

Rosen, Bryan D <bryan.d.rosen@wv.gov>

Thu, Jul 23, 2026 at 10:34 AM

To: Samantha L Willis <samantha.l.willis@wv.gov>, "Whittaker, Frank M" <frank.m.whittaker@wv.gov>, "Wagner, Roberta A" <roberta.a.wagner@wv.gov>, Brian D Pauley <brian.d.pauley@wv.gov>, Sabrina R Walker <sabrina.r.walker@wv.gov>

Sam and Frank, I need to request an emergency purchase for flood remediation at our Lewis County Office. We need to engage a vendor like ServPro to remove damaged property so the building owner can begin demolition and repair. I do not have an estimated cost yet, but I anticipate it could exceed \$100,000 so I am seeking your approval to move forward as a precaution. Therefore, I am asking for approval of a 30-day contract for removal of State Property from the leased building.

Thanks for your consideration.

Bryan

APPROVED
BY [Signature] DATE: 7/23/26



Clay, Gregory C <gregory.c.clay@wv.gov>

Re: Emergency Purchase Request

1 message

Thu, Jul 23, 2026 at 11:31 AM

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

To: "Rosen, Bryan D" <bryan.d.rosen@wv.gov>

Cc: Samantha L Willis <samantha.l.willis@wv.gov>, "Wagner, Roberta A" <roberta.a.wagner@wv.gov>, Brian D Pauley <brian.d.pauley@wv.gov>, Sabrina R Walker <sabrina.r.walker@wv.gov>, "Totten, Mark L" <mark.l.totten@wv.gov>, Greg Clay <gregory.c.clay@wv.gov>

Bryan,

Your emergency request for flood remediation at the Lewis County Office is approved. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return the the completed contract and all supporting documents to this office within 30 days of this approval for public posting.

Thank youi,

Frank

On Thu, Jul 23, 2026 at 10:34 AM Rosen, Bryan D <bryan.d.rosen@wv.gov> wrote:

Sam and Frank, I need to request an emergency purchase for flood remediation at our Lewis County Office. We need to engage a vendor like ServPro to remove damaged property so the building owner can begin demolition and repair. I do not have an estimated cost yet, but I anticipate it could exceed \$100,000 so I am seeking your approval to move forward as a precaution. Therefore, I am asking for approval of a 30-day contract for removal of State Property from the leased building.

Thanks for your consideration.

Bryan

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