

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

Date: Thu, Feb 27, 2025 at 11:34 AM

Subject: Emergency salt Purchase

To: Kristy E James <kristy.e.james@wv.gov>

Cc: Estep, John W <john.w.estep@wv.gov>, Totten, Mark L <mark.l.totten@wv.gov>

Kristy,

Please see the attached approval for emergency salt purchase for districts 1,2, and 9.

Please follow all emergency procedures outlined in the Purchasing Division Hand Book and return the completed contract(s) to this office within 30 days of this approval for public posting.

Thank you,

--

Frank Whittaker, CPPB, NIGP-CPP

Assistant Director

West Virginia Purchasing Division

2019 Washington Street, East

Charleston, WV 25305

(304) 558-2316

frank.m.whittaker@wv.gov



WEST VIRGINIA PURCHASING DIVISION

APPROVED

BY: ZW DATE: 2/27/25

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.)

Back-to-back winter storms have depleted salt supplies in the District 9,1 and 2. DOT has an open end contract for salt; however, deliveries are not arriving quickly enough to replenish supplies. Contract vendors are having supply issues on the national level. These Districts are below critical salt supply levels. Some counties in District 9 have had snow on the ground since Thanksgiving. In addition, some of our salt supply was lost during the floods. Failure

Proposed remedy:

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

Issue an emergency one time purchase order for 4,000 tons of salt for various locations in District 9, 1 and 2.

Estimated cost:

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

Approximately \$432,369.50

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 of 4,000 tons of salt.



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

Emergency Salt Purchase for District 9, 2 and 1

1 message

James, Kristy E <kristy.e.james@wv.gov>

Wed, Feb 26, 2025 at 12:24 PM

To: Samantha L Willis <samantha.l.willis@wv.gov>, Frank M Whittaker <frank.m.whittaker@wv.gov>, John W Estep <John.W.Estep@wv.gov>, Amber J Heath <amber.j.heath@wv.gov>, Carla P Rotsch <carla.p.rotsch@wv.gov>, Evan M Dewey <Evan.M.Dewey@wv.gov>

Sam & Frank,

Attached is the WV-45 to request approval for an emergency purchase of 4,000 tons of salt for Districts 9, 2 and 1. The estimated cost is approximately \$432,369.00.

All of our contract vendors have orders that have not been fulfilled going back to January. These vendors have been unable to give us a delivery date on these orders. In addition, we have lost some salt during the recent flooding.

We have locations in these three Districts that are below critical supply levels. We have also been made aware of a national shortage of salt. As a result, we need to get the order placed as quickly as possible as we have located material that is ready for delivery.

DOT executive management is aware of this emergency purchase. I have also included our Business Manager on this email for confirmation that the emergency has been approved.

Please let me know if you have any questions or if you need any additional information while considering this request.

Thank you

Kristy James
WV DOT
Procurement Officer
304/414-7104

Procurement Requests should be directed to: DOTProcurement@wv.gov Inventory related questions should be directed to DOTInventory@wv.gov

 **WV45_Salt Purchase D9 - D2 and D1.pdf**
176K



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

Re: Emergency requests

1 message

James, Kristy E <kristy.e.james@wv.gov>

Thu, Feb 27, 2025 at 11:00 AM

To: "Whittaker, Frank M" <frank.m.whittaker@wv.gov>, Evan M Dewey <Evan.M.Dewey@wv.gov>, Carla P Rotsch <carla.p.rotsch@wv.gov>

Frank,

As per our conversation this morning, the emergency requests for salt and the service truck have been approved by our Business Manager and Cabinet Secretary. Our Cabinet Secretary given authority to approve purchases on behalf of the Governor's Office.

Please let me know if you need any additional information or documentation.

Thank you

Kristy James
WV DOT
Procurement Officer
304/414-7104

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