

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

Date: Thu, Feb 27, 2025 at 11:38 AM

Subject: Emergency truck 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 the emergency purchase of a Mechanic Service Truck.

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



APPROVED

BY: FW DATE: 2/27/25

WEST VIRGINIA PURCHASING DIVISION

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.)

Emergency replacement of Ford F600 Mechanic Service Truck with Stellar TMax-1-11 service body, Stellar 7630 Hydraulic Crane and American Eagle 45R Rotary Compressor. This specialized equipment is currently available on a local dealer's lot.

Proposed remedy:

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

An emergency replacement is needed due to equipment being very old and damaged beyond repair. This equipment is used for roadside assistance for DOT Heavy Duty Equipment performing SRIC and flood damage work. The equipment is vital for repairs needed to ensure public and employee safety. Without the equipment, DOT will have limited ability to perform roadside repairs which would delay removing equipment from roadside and will require use of external vendors for this work resulting in additional costs.

Estimated cost:

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

Approximately \$191,700.00

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?)

This is a one time purchase.



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

Revised Emergency F600 Truck Request

1 message

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

Tue, Feb 25, 2025 at 4:16 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>

Everyone,

Attached is the revised Emergency justification form. This equipment is essential for SRIC and Flood damage cleanup.

Please let me know if you have any questions or concerns.

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_Emergency Mechanic F600 Truck Purchase - revised.pdf**
169K



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

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