



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION

SAMANTHA WILLIS
PURCHASING DIRECTOR

PURCHASING DIVISION

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

APO 0211 GSD250000TBD, Emergency Chiller Plant Repairs

The Accompanying Request has been reviewed and approved by the following:

[Signature]
Agency Head

3/17/25

Date

[Signature]
Cabinet Secretary/Department Head

3/18/25

Date

[Signature]
Governor's Office Representative

APPROVED

Date

Total Cost:

Emergency Purchase Order = \$184,898.97

Award/Requisition Document Number:

APO 0211 GSD2500000TBD

Description of Action/Purpose of Procurement

To issue an Agency Emergency Purchase Order to address inspection and repairs to the piping, valves and pumps necessitated by vehicular damage. The scope of work will not address repairs to the impacted Chiller (#5), as the GSD has determined that sufficient Plant operation can be restored without the use of the Chiller. The scope, instead, focuses on replacing damaged connecting valves, gaskets, O-rings, flanges, etc, all of which requires insulation removal and re-insulation once work is complete. All costs (save deductible) will be recouped through the processing of a property damage claim with BRIM. Work to be performed by Casto Technical Services.

Funding: Appropriated Special Revenue (Fund 2462).



APPROVED

BY: FW DATE: 3/18/25

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.)

On the afternoon of Monday, January 20, 2025, an impaired driver struck Building 11 (Central Chiller Plant), causing an indeterminant level of damage at this time. Driver came through the service bay (garage door) and struck underlying equipment in the chiller plant, causing the equipment to shift.

Proposed remedy:

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

Agency is having Vendors to assess the condition of the immediately damaged chiller to assess repairs that may be required. There is also a question of structural damage to the building as a result of the impact to the chiller resulting in shifting of the tower above due to vibrations of the impact.

Estimated cost:

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

At this time we are not certain of the extent of the overall damage. Depending on the extent of required repairs, the Agency feel that overall costs may exceed \$1,000,000.00. We are not certain if the immediately damaged chiller can be repaired, or if it will need to be replaced. Also, until we understand the extent of any potential structural damage, we are not certain of the potential costs to repair the overall structure as well.

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?)

Unknown at this time, as we may need to have a structural assessment completed in order to understand the full extent of damage, and if we have the luxury of proceeding with a formal bidding process to address any such concerns.

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