

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

Date: Tue, Jan 27, 2026 at 12:53 PM

Subject: Re: Emergency Request for Off Contract Fuel Purchase

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

Cc: Alisha S Pettit <alisha.s.pettit@wv.gov>, Greg Clay <gregory.c.clay@wv.gov>, Estep, John W <john.w.estep@wv.gov>

Dear Kristy,

Your emergency request to purchase fuel for District 4 is approved to meet the agency's immediate needs.

Please follow the emergency procedures outlined in the Purchasing Division Procedures Handbook. Please return the contract and all supporting documentation to this office for public posting within 30 days of this approval.

Thanks you,

Frank

On Tue, Jan 27, 2026 at 12:20 PM James, Kristy E <[kristy.e.james@wv.gov](mailto:kristy.e.james@wv.gov)> wrote:

Good afternoon,

WVDOT is requesting permission to proceed with an emergency purchase of fuel for District 4. The District has been battling delivery delays for a couple of weeks. Late orders go back to December 30th and the 24/7 operations have significantly impacted our fuel inventory. Attached is an emergency request to purchase 47,000 gallons of fuel from an off contract vendor that is willing and able to deliver. The estimated cost is approximately \$150,000. A shortage of fuel will impair our ability to respond to the current storm and future weather events.

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](mailto:DOTProcurement@wv.gov) Inventory related questions should be directed to [DOTInventory@wv.gov](mailto:DOTInventory@wv.gov)



**APPROVED**

BY: Law DATE: 1/27/26

**WEST VIRGINIA PURCHASING DIVISION**

**Emergency Purchase Request Form for Central Purchases**  
*(Purchases Exceeding Agency's Delegated Spending Threshold)*

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**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](mailto: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.)*

District 4 has been having delivery issues with their contract vendor dating back to 12/30/2025. Current winter storms have depleted on fuel supplies at many of the locations in District 4. Currently, the District needs 47,000 gallons of fuel to resupply our critically low fuel tanks. Fuel is essential to being able to perform to DOT operations and will hinder our response to treating the roads. This will result in safety concerns for the traveling public.

**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 47,000 gallons of fuel.

**Estimated cost:**

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

Approximately \$150,000

**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 47,000 gallons which includes both gasoline and diesel.



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

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## Emergency Request for Off Contract Fuel Purchase

1 message

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

Tue, Jan 27, 2026 at 12:20 PM

To: Frank M Whittaker <frank.m.whittaker@wv.gov>, Samantha L Willis <samantha.l.willis@wv.gov>, Amber J Heath <amber.j.heath@wv.gov>, Angie L Chaney <Angie.L.Chaney@wv.gov>, Robert W Stewart <robert.w.stewart@wv.gov>

Good afternoon,

WVDOT is requesting permission to proceed with an emergency purchase of fuel for District 4. The District has been battling delivery delays for a couple of weeks. Late orders go back to December 30th and the 24/7 operations have significantly impacted our fuel inventory. Attached is an emergency request to purchase 47,000 gallons of fuel from an off contract vendor that is willing and able to deliver. The estimated cost is approximately \$150,000. A shortage of fuel will impair our ability to respond to the current storm and future weather events.

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

Thank you

Kristy James  
WV DOT  
Procurement Officer  
304/414-7104

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 **WV45\_District 4 Fuel Emergency Purchase.pdf**  
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