

Department of General Services

Emergency Procurement ("EP") Approval Request

Bureau of Procurement

If either of the following two conditions exist, an EP is not required and should not be requested:

1. Material / Service available from DGS statewide contract.
2. Estimated Cost of the Material / Service is within the Small, No-bid Procurement threshold identified in the Procurement Handbook, Part I, Chapter 7.

Agency requests approved to proceed with an emergency procurement under Section 516 of the Commonwealth Procurement Code (62 Pa. C.S. §516).

Requesting Agency Information

Agency/Bureau:	Department of Agriculture				
Contact Person:	Sheila Strubhar				
Contact Address:	2301 North Cameron Street Harrisburg PA 17110				
Contact Tel#:	717-787-1467				
Contact Email:	sstrubhar@pa.gov				
Description Of Material (or) Service (or) IT	Service	Shuttle Bus Services at the Farm Show Complex for the Mecum Auction July 21-23, 2016.			
SAP Material Groups:	25101502				
Estimated \$ Amount:	16,627.30				
Length of EP:	3 days				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17110

Basis for the Emergency Purchase☐

Threat to public health, welfare, or safety

Identify the Threat:

Provide a brief explanation of the need for the material and/or service:

State the consequence if the procurement is not done on emergency basis:

Indicate whether approval
was obtained from DGS.

If "Yes", provide the following:

- ☐ Yes a. Name of person granting approval:
☒ No b. Date of approval:



Circumstances outside the control of the agency create an urgency of need, which does not permit the delay in using more competitive methods

NOTE: Verbal approval will not be provided for this basis. Agency cannot proceed with emergency procurement until this form is completed and approved by DGS.

Identify the Circumstances:

The Farm Show complex has an urgent need for shuttle bus services for the Mecum Auction on July 21 - 23, 2016. Shuttle service at the PA Farm Show Complex and Expo Center is imperative. Requiring attendees to park off site, when our on-site lot is full takes place at the facility from time to time. Providing transportation to these attendees is a necessity. Should the service not be provided, the potential for a major safety issue increases as attendees may be tempted to walk from our off-site operating parking locations. Approximately 61,500 people attended the Mecum Auction.

**Why are those
circumstances outside of
the control of Agency?**

First Student Inc.(previous bus vendor 4300480569) has closed their Harrisburg location and has decided to not exercise the renewals available thus allowing the current contract to end June 30, 2016. The Farm Show was only notified June 23, 2016 that the vendor was not going to renew.

**Provide a brief explanation
for the urgent need:**

Existing contract expires June 30, 2016. There is not enough time to start the RFP process before the event takes place July 21-23, 2016. PDA is requesting an EP to procure shuttle buses for only one event being held at Farm Show.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

Three vendors were contacted for shuttle buses for the July Mecum event being held at the Farm Show Complex. Klein Transportation did not have buses available, First Student was the highest quoted price. Krapf Bus Company had the lowest price.

**Full supplier
information
(if known at time of
submission of form)**

Name: Krapf Bus Companies

Address: 1030 Andrew Drive

Telephone #: 484-879-1530

SAP Vendor#: Pending

Total Amount

For EP's that are NOT a threat to public health, welfare, or safety, provide the following information

**Include a list of the solicited
suppliers, their contact information,
and their quotations:**

Klein Transportation - No buses are available.
First Student - \$90 per hour plus a staging fee
Krapf Bus Company - \$64.82 per hour, hourly rate includes a manager and a safety coordinator

Funds have already been encumbered for this request (Yes/No):

☐ Yes
☒ No

If applicable, what has been done previously to procure this material/service? (Also provide the previous SAP/SRM PO number and/or Contract Number)

4300480569 vendor chose not to renew.

NOTE: If any Agency only intends to solicit a quote from one supplier, the following section, "Supplemental Single Source Information" must be completed

Supplemental Single Source Information Required

This section of the EP APPROVAL REQUEST Form is only required to be completed if the following is applicable:

- 1. Category of Emergency is due to "Circumstances outside the control of the agency create an urgency of need, which does not permit the delay in using more competitive methods."*
- 2. It is not practical for the agency to obtain two or more quotes.*

Is only a single supplier capable of providing the material or services? If Yes, please explain. If not applicable, leave blank and respond in the next block.

Explain why it is not practical to obtain two or more quotes for this emergency procurement.

Timeline was too short for the RFP formal process. Three informal quotes were obtained.

If timing is a factor, what is the time factor and why? If yes, please explain.

The event is only 20 days away.

Are there compatibility requirements or compliance requirements? If yes, please explain.

Only requirement is the bus company to have liability insurance and a PUC transportation license.

NOTE: If the purpose of the emergency procurement is to prevent a lapse in contracted services, one of the following must be checked. Include status of the new contract/purchase and note any special conditions of the emergency procurement.

- ☐ To extend a current contract with the current contractor to prevent a lapse in contracted services.
- ☐ To bridge a gap between an expiring contract and a new contract by allowing the new contractor to begin work before the new contract is fully

☐

To authorize a supplier, who has been properly selected through one of the methods of award, to begin work before the new contract is fully executed because the agency needs the services immediately and cannot wait until full execution of the

☒

If none of the above is applicable, explain how the emergency supplier was selected.

Three vendors will solicited for informal quotes. The Farm Show complex had less than 30 days to obtain quotes for buses for a large event being held on July 21-23, 2016. The formal RFP process takes longer than 30 days to complete.

Agency Approvals

IMPORTANT*:The printed names on this form shall constitute the signatures of these individuals. Agencies must insure that these individuals review the completed form and give their consent to apply their printed name on this form. No handwritten signatures shall be required in order for the form to be considered "signed" by those individuals whose names appear in the signature section

Requesting Authority (Agency Head or Designee reviewing and approving this request)

Requesting Authority signature connotes concurrence with the Agency EP request to procure the material and/or service

Title:

Purchasing Agent 3

Signature:

Sheila Strubhar

Date:

06-29-16