

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 Conservation and Natural Resources					
Contact Person:	Michelle Flynn					
Contact Address:	400 Market Street Harrisburg PA 17101					
Contact Tel#:	717-783-5885					
Contact Email:	mflynn@pa.gov					
Description Of Material (or) Service (or) IT	Material	DCNR requires vendor to provide the purchase and installation of new furnace/gas boiler system at MK Goddard State Park within the park office/maintenance building located on the grounds of MK Goddard State Park.				
SAP Material Groups:	40101805					
Estimated \$ Amount:	18,493.00					
Length of EP:	90 Days					
Delivery Location:	City	Sandy Lake	State	Pennsylvania	ZipCode	16145

Basis for the Emergency Purchase

**Threat to public health, welfare, or safety****Identify the Threat:**

The existing furnace/boiler was deemed irreparable by L&I Inspectors and has been taken out of operation. The internal chamber collapsed in upon itself. There are no parts available to allow for repair of the furnace/boiler. When turned on the boiler leaks and streams water near the electrical panel housed close to the furnace. Furnace/boiler heats both park office and maintenance building housing DCNR employees. Employees have no heat. Temporary heating is currently in place in boiler room/main electrical room to alleviate freezing of pipes and to allow park staff to work in the building. Existing temporary heat is not sufficient to sustain use of the building through freezing temperatures for park staff which is the only work location and public contact point that is available to visitors in the park. As temperatures drop the park will have to re-evaluate ability to have park staff in the building and attempt to drain piping to prevent further damage as this is a concrete block building on an unheated concrete slab which is not designed to be winterized.

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

Furnace/boiler must be replaced to ensure the building is heated to alleviate the threat to public health and safety of our employees and the public. In addition to ensuring no further damage is caused to the building/the pipes due to lack of heat to the building.

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

If this procurement is not done on an emergency basis the new furnace/boiler would not be able to be promptly ordered/installed and the threat to public health and safety would be much greater. In addition, further damage would be caused to the pipes and building.

Indicate whether approval was obtained from DGS.

If "Yes", provide the following:

**Yes**

a. Name of person granting approval:

Jenny Doherty

**No**

b. Date of approval:

11-17-16

***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:**Why are those circumstances outside of the control of Agency?****Provide a brief explanation for the urgent need:**

Information Required

For ALL EP's provide the following information:

Brief description of selection process:

Two quotes were obtained from local vendors. The agency has selected the lowest cost proposal and is proceeding to procure the furnace/boiler system from that vendor.

Full supplier information (if known at time of submission of form)	Name:	Roy C. Deeter Plumbing & Heating Inc.		
	Address:	23788 State Hwy. 285, Cochrannton, PA 16314		
	Telephone #:	814-425-8323		
	SAP Vendor#:	385482	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:

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)

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.

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

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

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.

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:

Chief, Division of Procurement & Supply

Signature:

Michelle Flynn

Date:

11-30-16