

## 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 Corrections					
Contact Person:	Adam M Beck					
Contact Address:	301 Institutin Dr Bellefonte PA 16823					
Contact Tel#:	814-353-3630					
Contact Email:	adbeck@pa.gov					
Description Of Material (or) Service (or) IT	Material	PUMPS & COMPRESSORS & CONTROLS				
SAP Material Groups:	40150000					
Estimated \$ Amount:	138418					
Length of EP:	30 Days					
Delivery Location:	City	Bellefonte	State	Pennsylvania	ZipCode	16823

*Basis for the Emergency Purchase***Threat to public health, welfare, or safety**

Identify the Threat:	Water Quality and Supply for 2 State Correctional Institutions: Failure to water pumps.
Provide a brief explanation of the need for the material and/or service:	The Department of Corrections is requesting Emergency Procurement Approval to replace to failing creek pumps at SCI Rockview. The water pumps enable Rockview to use water from the Benner Springs supply. The pumps are essential to support the pending dam upgrade project and to supply a continuous, reliable source of water independent of the reservoir for both SCI Benner Twp. and Rockview, with the Bellefonte supply as a back up. The pumps can be installed by in-house staff to replace the current smaller pumps at the Benner Spring station. The pumps are replacing units that are over 20 years old.

<b>State the consequence if the procurement is not done on emergency basis:</b>	The pumps will prevent encountering the water quality issues Rockview encountered last year during the summer dry season, when the reservoir experienced a low elevation and limited recharge. These conditions contributed to foul, but safe water odor, appearance and filtration
---	---

<b>Indicate whether approval was obtained from DGS.</b>	<u>If "Yes", provide the following:</u>	
	<input checked="" type="checkbox"/> <b>Yes</b>	a. Name of person granting approval: Jenny Doherty
	<input type="checkbox"/> <b>No</b>	b. Date of approval: 05-17-17

☐ **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:**

<b>Brief description of selection process:</b>	DOC Operations Chief Engineer Norm Klinikowski made the recommendation for the repairs and obtained the quote from the vendor in conjunction with the Facility Maintenance Manager at SCI Rockview.		
<b>Full supplier information (if known at time of submission of form)</b>	Name:	RAM Industrials, LLC	
	Address:	2850 Appleton Street, Suite D	
	Telephone #:	610-916-8000	
	SAP Vendor#:	436724	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**

<b>Title:</b>	Chief, Division of Administrative Services	
<b>Signature:</b>	Beth Procopio	<b>Date:</b> 05-22-17