ID	10955

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 Environmental Protection
Contact Person:	Bill McDade
Contact Address:	400 Market St RCSOB Harrisburg PA 17101
Contact Tel#:	717-783-9937
Contact Email:	wmcdade@pa.gov
Description Of Material (or) Service (or) IT	**Service** Gas Remediation/Ventilation System
SAP Material Groups:	77000000
Estimated $ Amount:	10650
Length of EP:	90 Days

Delivery Location:	**City**	East Franklin Township	**State**	Pennsylvania	**ZipCode**	16201

Basis for the Emergency Purchase

☑ ***Threat to public health, welfare, or safety***

Identify the Threat:	The presence of stray gas in and around a telecommunications facility (Windstream facility) poses an explosion hazard. Soil gas readings in soil adjacent to the Windstream facility were 14% to 98% gas. Gas was also found in the Windstream facility. The Windstream facility is powered by electricity and has a battery power backup. Additionally, there are extremely high levels of gas near a road with numerous potential ignition sources
Provide a brief explanation of the need for the material and/or service:	A remediation system will be installed to capture and direct stray gas in the soil to atmosphere in a safe manner and will result in reducing the amount of gas entering the Windstream facility.

State the consequence if the procurement is not done on emergency basis:	Explosion hazard from the unknown source of gas.

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:	06-19-17

☐ *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:

Brief description of selection process:	DEP has direct knowledge of limited number of contractors that have demonstrated their ability to perform this work. DEP selected the contractor based on this knowledge and immediate availablity to perform the work.

Full supplier information (if known at time of submission of form)	Name:	Alfred James Baldassare-DBA Echelon AGC	
	Address:	501 Center Ave, Pittsburgh PA. 15215	
	Telephone #:	412-252-2507	
	SAP Vendor#:	400200	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)

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.

☐ **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:	Division Chief-Contracts, Procurement & Bonding		
Signature:	William A. McDade	Date:	06-20-17