

## 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 Street RCSOB Harrisburg PA 17101					
Contact Tel#:	717-783-9937					
Contact Email:	wmcdade@pa.gov					
Description Of Material (or) Service (or) IT	Service	Stray Gas Remediation - Trench(es) & Vent Stack(s)				
SAP Material Groups:	77000000					
Estimated \$ Amount:	14000					
Length of EP:	60 Days					
Delivery Location:	City	Carnegie	State	Pennsylvania	ZipCode	15106

*Basis for the Emergency Purchase*

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

**Identify the Threat:**

Stray gas from an abandoned well and/or additional undetermined source exists adjacent to Scrubgrass Road and in nearby sewer lines causing unsafe methane levels in sewer lines and soil.

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

Stray soil gas was first identified several years ago during excavation by Peoples Gas to repair/replace a gas line. The stray soil gas was not eliminated or even reduced after the work, so an 8" PVC vent stack was installed at the hot spot. Years later, a significant volume of gas continuously vents from the stack. The gas utility reportedly has installed all new lines in the area.

Close to two years ago the sewer authority planned to do work on the manhole covers in the area, but were unable to due to high methane gas readings in many of the manholes near the hot spot and general area. The elevated methane readings are coincident with four abandoned wells in the valley. Testing by DEP and Echelon found insignificant levels of soil gas around three of the four wells. However, the Nixon 501-4 (003-00963) had high soil gas readings adjacent to the wellhead and is the closest well to the hot spot/vent.

A stray gas survey was performed by Echelon during a site visit on 7/25/18. A remediation system proposal was submitted by Echelon on 9/14/18 and is recommended for installation.

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

The sewer authority needs to perform work on the sewer system crossing the area. However, they have been unable to start the work, due to methane levels as high as 65% LEL in the area of proposed remediation. In addition to the work stoppage, a risk of gas migration through the sewer lines into residences exists. Remediation must be installed to remove the stray gas.

**Indicate whether approval was obtained from DGS.**

If "Yes", provide the following:



Yes

a. Name of person granting approval:

Janice Pistor



No

b. Date of approval:

10-10-18

☐ ***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:**

Contractor is only one that has consistently been available for stray gas remediation in past several years and is highly qualified to do work.

<b>Full supplier information</b> (if known at time of submission of form)	Name:	Alfred Baldassare DBA Echelon Applied Geochemistry CNSLTG		
	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)

**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.**

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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

**Signature:**

William A. McDade

**Date:**

10-10-18