

## 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 Transportation				
Contact Person:	Vincent Mazzocchi				
Contact Address:	400 North Street, Keystone Bldg, 5th Floor Harrisburg PA 17120				
Contact Tel#:	717-705-1439				
Contact Email:	vmazzocchi@pa.gov				
Description Of Material (or) Service (or) IT	IT	The Boschung Fixed Automated Spray Technology (FAST) system uses proprietary software that was developed by Boschung for use with their vendor-specific system.			
SAP Material Groups:	72102903				
Estimated \$ Amount:	102,000				
Length of EP:	90 Days				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17120

## Basis for the Emergency Purchase



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

#### Identify the Threat:

The FAST system provides anti-icing of bridges throughout six (6) counties in four (4) PennDOT Engineering Districts. A delay in procuring continuing preventative maintenance services could impact snow and ice control operations and the safety of the motoring public in the winter season.

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

The Boschung Fixed Automated Spray Technology (FAST) system uses proprietary software that was developed by Boschung for use with their vendor-specific system.

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

The FAST system provides anti-icing of bridges throughout six (6) counties in four (4) PennDOT Engineering Districts. A delay in procuring continuing preventative maintenance services could impact snow and ice control operations and the safety of the motoring public in the winter season.

**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:**

**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:**

<b>Full supplier information (if known at time of submission of form)</b>	Name:	BOSCHUNG AMERICA, LLC		
	Address:	930 CASS ST, NEW CASTLE, PA 16101		
	Telephone #:	724-658-3300		
	SAP Vendor#:	185900	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:**

Boschung is the only supplier.

**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)

These services have been obtained through Sole Source Procurements.

**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.**

Yes, The Boschung Fixed Automated Spray Technology (FAST) system uses proprietary software that was developed by Boschung for use with their vendor-specific system.

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

An industry search concluded that there are other vendors who provide their own proprietary software for their automated spray technology system. Their software cannot communicate with the existing proprietary Boschung FAST system.

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

Sole Source #31760 was intended to be in place by December 1, 2018. This emergency is necessary to allow for services until this sole source is fully executed.

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

No

**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.**

A new Sole Source #31760 has been approved by DGS. The PO will have to be approved by Comptroller, OCC and Attorney General. The current Purchase Order 4300552499 has already been extended until November, 30, 2018.

**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>	Director, Bureau of Office Services		
<b>Signature:</b>	Diane Chamberlin	<b>Date:</b>	11-27-18