

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 Agriculture				
Contact Person:	Sheila Strubhar				
Contact Address:	2301 North Cameron Street Harrisburg PA 17110				
Contact Tel#:	717-787-1467				
Contact Email:	sstrubhar@pa.gov				
Description Of Material (or) Service (or) IT	Service	Relocation of Sensitive Instruments at the Equine Tox lab due to building construction. 			
SAP Material Groups:	81101706				
Estimated \$ Amount:	27400				
Length of EP:	90 Days				
Delivery Location:	City	WEST CHESTER	State	Pennsylvania	ZipCode 19382

Basis for the Emergency Purchase



Threat to public health, welfare, or safety

Identify the Threat:

West Chester University will be renovating the leased spaced occupied by the Equine Toxicology Lab. Before construction can begin, the extremely sensitive lab equipment must be relocated during the renovations. If the equipment is decommissioned and not reinstalled testing will be suspended until February 2019.

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

The lab equipment must be decommissioned by the manufacturer's service engineers and recalibrated. The work is not currently covered by existing maintenance agreement. the equipment cannot be moved by the lab employees due to the complexity of the systems, the weight of each instrument, and the existing service contracts will be considered void.

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

The equipment at the tox lab tests for illegal drugs in horses for the horse and harness racing industry. It will be known in the industry that the testing has been suspended creating an environment for illegal drugs to be used. Continues testing protects the individuals that come into contact with horses in the horse and harness racing industry. Also protects the health and safety of the horses themselves.

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:

Thermo Electron is the manufacturer of the lab equipment that needs to be relocated. Only the manufacturer can move the equipment to prevent the service contract from being voided. The service agreement is currently with Thermo Electron 4300556425.

**Full supplier information
(if known at time of submission of form)**

Name:

Thermo Electron North Americal LLC

Address:

1400 Northpoint Parkway Ste 50

Telephone #:

561-688-8700

SAP Vendor#:

204714

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:	DEPUTY SECRETARY	
Signature:	FRED STRATHMEYER	Date: 12-04-18