

## 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:	Beth Procopio				
Contact Address:	1920 Technology Parkway Mechanicsburg PA 17050				
Contact Tel#:	717-728-3914				
Contact Email:	blprocopio@pa.gov				
Description Of Material (or) Service (or) IT	Material	Rental Boiler			
SAP Material Groups:	42272507				
Estimated \$ Amount:	211000				
Length of EP:	6 months				
Delivery Location:	City	Frackville	State	Pennsylvania	ZipCode 17931

## Basis for the Emergency Purchase



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

Identify the Threat:	The existing back-up boiler was damaged beyond repair by negligent practices of steam service provider. The current steam service experiences occasional unplanned outages. A rental boiler is needed to ensure back up heat to the institution.
Provide a brief explanation of the need for the material and/or service:	Renting a boiler provides a back up source of steam in the event of a disruption in services from the current vendor. Not having a backup source of steam present creates a threat to the welfare of both inmates and staff.

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

Currently, with the damage to the existing boiler, SCI Frackville does not have a reliable, safe means to supply steam in the event of a supplier outage. This rental boiler fills the need for redundancy

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

If "Yes", provide the following:

☒ **Yes**

a. Name of person granting approval:

Janice Pister

☐ **No**

b.Date of approval:

12-10-18

☐ **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:**

The selected vendor is on contract and has a rental boiler available for the institutions.

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

Name:

Powerhouse Equipment and Engineering Co Inc.

Address:

240 Creek Road, Delano,NJ 08075

Telephone #:

856-764-3330

SAP Vendor#:

115310

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> 12-11-18