

## 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:	Chris Inman				
Contact Address:	825 North Gallatin Avenue Extension Uniontown PA 15401				
Contact Tel#:	724-439-7348				
Contact Email:	chinman@pa.gov				
Description Of Material (or) Service (or) IT	Service	Unarmed Security Guard Services (Level 1) to guard the structure and its contents from unauthorized access during a fire investigation.			
SAP Material Groups:	92121504				
Estimated \$ Amount:	114135				
Length of EP:	90 Days				
Delivery Location:	City	Waynesburg	State	Pennsylvania	ZipCode 15370

## Basis for the Emergency Purchase



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

Identify the Threat:	PennDOT (District 12-2) Office/Garage building suffered a catastrophic fire on May 27, 2019 at approximately 5:00 PM.
Provide a brief explanation of the need for the material and/or service:	District Executive and management identified a need to have security guards on site to prevent unauthorized access to the facility which is under an active forensic investigation and for loss prevention of the facility's contents.
State the consequence if the procurement is not done on emergency basis:	Fire scene could be tampered with, unauthorized person may enter the structure causing possible injury. Inventories and equipment may be subject to loss.

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:

05-30-19

☐ **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:**

Used the Security Guard ITQ contract # 4400017336, and identified and solicited quotes from four vendors within the local area due to the request being time sensitive. Award was made to the lowest responsive and responsible vendor that could provide service no later than the morning of Saturday, June 1, 2019.

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

Name:

Kellington Protection LLC.

Address:

1100 Washington Ave; Suite 203, Carnegie, Pa 15106

Telephone #:

412-339-0010

SAP Vendor#:

527835

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:**

AM-Gard Inc.

Two unarmed guards 24-7, plus car for shelter \$27,565.08 per month (fuel estimated at \$200 per month).

Vendor unable to mobilize until maybe Tuesday, June 4, 2019, but they could not guarantee that date either.

Kellington Protection

Two unarmed guards plus, shelter and portable light plant \$37,359.00 per month.

St Moritz Security Services - No Response.

Graham and Graham Security - No Response.

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)

N/A

**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**

<b>Title:</b>	Assistant District Executive of Maintenance	
<b>Signature:</b>	Rob Dean	<b>Date:</b> 06-05-19