

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:	Terri Bortles				
Contact Address:	10745 Route 18 Albion PA 16475				
Contact Tel#:	814-756-5778				
Contact Email:	tbortles@pa.gov				
Description Of Material (or) Service (or) IT	Material	disposable dietary goods used for feeding such as styro cups and lids, plastic utensils, 3 comp trays and etc			
SAP Material Groups:	48100000				
Estimated \$ Amount:	300000.00				
Length of EP:	30 Days				
Delivery Location:	City	Albion	State	Pennsylvania	ZipCode 16475

Basis for the Emergency Purchase



Threat to public health, welfare, or safety

Identify the Threat:	Due to the COVID-19 pandemic and the need to keep social distancing, inmates at SCI Albion, SCI Mercer and SCI Cambridge Springs inmates are being fed on their housing units instead of going to the dining halls.
Provide a brief explanation of the need for the material and/or service:	Feeding at the housing units requires copious amounts of disposable dietary products to feed inmates. Veritiv, the state contract vendor, has not been able to keep up with the demand and deliver in a timely manner.
State the consequence if the procurement is not done on emergency basis:	We can not feed inmates at the housing units without disposable paper goods. Serving in the dining halls may cause inmates increase risk of exposure to virus thus presenting a threat to the health and welfare of inmates and staff.

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:

Vendor has product currently in stock

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

Name:

W.W. Grainger, Inc

Address:

| 3150 Liberty Ave, Pittsburgh, PA

Telephone #:

412-559-5431

SAP Vendor#:

162368

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:

Purchasing Agent Supervisor

Signature:

Terri Bortles

Date:

03-25-20