

## 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:	Laura Mohr				
Contact Address:	169 Progress Dr Waynesburg PA 15370				
Contact Tel#:	724-852-5534				
Contact Email:	lamohr@pa.gov				
Description Of Material (or) Service (or) IT	Material	Item 10629759 Dart 3-Compartment Hinged Foam Container \$13.75/Case; 833 Cases/Truckload			
SAP Material Groups:	48100000 Institutional Food Service Products				
Estimated \$ Amount:	11,453.75				
Length of EP:	30 Days				
Delivery Location:	City	Waynesburg	State	Pennsylvania	ZipCode 15370

## Basis for the Emergency Purchase



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

Identify the Threat:	COVID-19 Pandemic
Provide a brief explanation of the need for the material and/or service:	Disposable food containers are needed for packaging and transporting SCI Greene inmate and staff meals in order that inmates and staff may eat meals at safe distancing during pandemic. These containers are not on the contract.
State the consequence if the procurement is not done on emergency basis:	Safety/Health of inmates and staff at SCI Greene at risk if food products are not properly packaged and transported. Risk of transmitting virus to inmates and staff if inmates have to eat in the dining hall

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:**

Veritiv is PA Contract 4400015920 Disposable Food Service Products supplier but is unable to provide sufficient quantities of contract line item product to meet need in acceptable timeframe; Veritiv has offered alternative non-contract Dart product that may be shipped directly from manufacturer in acceptable 7-10 day timeframe.

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

Name:

Veritiv Operating Company

Address:

4501 Westport Dr

Telephone #:

866-366-2310

SAP Vendor#:

103236

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>	Business Manager	
<b>Signature:</b>	Karen Patterson	<b>Date:</b> 03-26-20