

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 General Services				
Contact Person:	Michael Weges				
Contact Address:	401 North Street, North Office Building Room 502 Harrisburg PA 17120				
Contact Tel#:	717-787-1356				
Contact Email:	mweges@pa.gov				
Description Of Material (or) Service (or) IT	Service	Capitol Complex Office Sterilization			
SAP Material Groups:	47131800, Cleaning and Disinfecting				
Estimated \$ Amount:	4,976,888.90				
Length of EP:	6 months				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17120

Basis for the Emergency Purchase



Threat to public health, welfare, or safety

Identify the Threat:	The Covid19 Pandemic
Provide a brief explanation of the need for the material and/or service:	The Covid crisis has not abated across the US or in PA. Although PA has been more successful than many other states at flattening the curve, the danger of a resurgence here in PA this fall is very real and growing by the day. DGS recently had its employee, a member of the janitorial staff, test positive for the virus. We have an immediate need to provide our tenants and guests with greater confidence that our facilities are as safe as we can reasonably make them, especially as traffic in our facilities increases with the capitol complex re-opened to the public and the general assembly returning in September. The proposed pilot program with its frequent testing and its superior results in comparison with standard cleaning and disinfection methods will provide that reassurance.)

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

Federal CARES act funds are to be used to reimburse the department for these expenses. As such, the expenses must be incurred before the end of CY 2020. The time required for the traditional procurement process would jeopardize reimbursement eligibility. Additionally, occupancy within the capitol complex is expected to increase as we enter the fall season and the general assembly takes up remaining budget negotiations. We need to move quickly to ensure that the facility is as safe as we can make it.

Indicate whether approval was obtained from DGS.

If "Yes", provide the following:

☒ Yes

a. Name of person granting approval:

Secretary Curt Topper

☐ No

b. Date of approval:

07-24-20

☐ **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:

In light of the disproportional impact that the Covid crisis and recession are having on the minority business community, DGS worked with a Small Diverse Business taskforce to identify this solution and the team that will deliver it. In addition to the present EPO, DGS will soon solicit for a broader, multiple award COSTARS contract that will provide competitive alternatives for other agencies and local government entities to consider.

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

Name:

360 Group of Companies LLC

Address:

Telephone #:

610-564-2966

SAP Vendor#:

543251

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:	Division Chief	
Signature:	Michael Weges	Date: 07-24-20