

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 Agriculture				
Contact Person:	Sheila Strubhar				
Contact Address:	2301 North Cameron Street Harrisburg PA 17110				
Contact Tel#:	570-527-0736				
Contact Email:	sstrubhar@pa.gov				
Description Of Material (or) Service (or) IT	Service	Dead animal parts disposal for the PA Vet Lab			
SAP Material Groups:	76121604				
Estimated \$ Amount:	75000.00				
Length of EP:	1 year				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17110

Basis for the Emergency Purchase



Threat to public health, welfare, or safety

Identify the Threat:	The Pennsylvania Vet Lab is in need of services for the removal of and disposal of animal carcass and animal parts by rendering, incineration or composting. These services are needed to help maintain clean and sanitary conditions at the Vet Lab.
Provide a brief explanation of the need for the material and/or service:	Dead animal disposal of animal carcass and animal parts for rendering, incineration or composting in 55 gallon metal barrels. Vendor provides the 55 gallon metal barrels to be washed and sanitized to be reused.
State the consequence if the procurement is not done on emergency basis:	The current contract is set to expire September 30, 2020. Due to COVID 19 the PA Vet Lab is closed to the public. Site visits are required for all potential bidders for these services, these visits cannot happen if the lab is not open to the public. Current purchase order is 4300464997

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:**

Bradley Landis has been performing these services for the last 10 plus years and has been the only vendor to respond to PDA's solicitations. The vendor is not requesting a price increase to perform the services for an additional year.

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

Name:

BRADLEY LANDIS

Address:

366 AUTUMN STREET, MIFFLINTOWN PA

Telephone #:

717-363-6720

SAP Vendor#:

342009

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.

Bradly Landis has been the only vendor to respond to PDA's solicitations for the last 11 years.

Explain why it is not practical to obtain two or more quotes for this emergency procurement.

The current contract is set to expire September 30, 2020. Due to COVID 19 the PA Vet Lab is closed to the public. Site visits are required for all potential bidders for these services, these visits cannot happen if the lab is not open to the public. Current purchase order is 4300464997

If timing is a factor, what is the time factor and why? If yes, please explain.

Current contract expires 9/30/2020.

Are there compatibility requirements or compliance requirements? If yes, please explain.

Any vendor performing this service is required to have a rabies vaccination. Bradley Landis already has all current vaccinations to perform these services.

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:

Deputy Secretary

Signature:

Gregory Hostetter

Date:

09-15-20