

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 Military and Veterans Affairs				
Contact Person:	Kristen Bach				
Contact Address:	0-47 FT. Indiantown Gap Annville PA 17003				
Contact Tel#:	717-861-6386				
Contact Email:	krbach@pa.gov				
Description Of Material (or) Service (or) IT	Service	On Call Electrical			
SAP Material Groups:	72102200				
Estimated \$ Amount:	150000.00				
Length of EP:	6 Months				
Delivery Location:	City	Annville	State	Pennsylvania	ZipCode 17003

Basis for the Emergency Purchase



Threat to public health, welfare, or safety

Identify the Threat:	The current EP will expire 9/30/2020 and there will be no contract in place for on call electrical services.
Provide a brief explanation of the need for the material and/or service:	This service is for the on call electrical contract for all of DMVA at fort Indiantown Gap. This service provides emergency and routine repairs. Maintains various Power Inverters to include the Aviation Section and Telecommunications Section. Performs highly specialized electrical work in the operation and maintenance for our electrical supplies system and substations.
State the consequence if the procurement is not done on emergency basis:	There will be no vendor to perform on call electrical services for Fort Indiantown Gap.

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:

Philips Brother Electrical has provided past services for 15 years at Fort Indiantown Gap. They are knowledgeable in our equipment and location.

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

Name:

Philips Brothers Electrical Contractors Inc.

Address:

235 Sweet Spring Rd, Glenmoore, PA 19343

Telephone #:

610-458-8578

SAP Vendor#:

121115

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.

Philip Brother has previously provided the service before for 15 years. and it is not practical to solicit vendors for this on call service. This was bid as a small business set aside, before awarding realized SOW needed to be revised.

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

We will need time to bid this through Jaegger. Current EP expires 9/30/2020.

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

Vendor must have 15 years experience and high voltage experience for 10 years.

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

We need to procure this service through proper methods. this process may take several months.

☐

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:

Procurement Specialist 2

Signature:

Tammy Wenrich

Date:

09-25-20