

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:	Michael Wenrick					
Contact Address:	Box A Bellefonte PA 16823					
Contact Tel#:	814-280-7642					
Contact Email:	mwenrick@pa.gov					
Description Of Material (or) Service (or) IT	Material	Protective relays for electrical distribution system and emergency generators				
SAP Material Groups:	Electrical equipment					
Estimated \$ Amount:	25,000					
Length of EP:	90 Days					
Delivery Location:	City	Mercer	State	Pennsylvania	ZipCode	16137

Basis for the Emergency Purchase☐

Threat to public health, welfare, or safety

Identify the Threat:

Provide a brief explanation of the need for the material and/or service:

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

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:

SCI Mercer's main electrical switchgear has multiple failing relays that are being address through this project. 3 of the faulty relays are not functioning at all and the 2 remaining relays are not working correctly. Attempts have been made to reset the relays, which are manufactured by GE. Additionally, since the relays were unable to have the revised protection settings programmed successfully, the facility is at risk of losing electricity to the entire institution if a fault were to occur within the system. The most significant issue being the inability to control operation of the circuit breakers which results in the breakers failing to operate automatically. Failure to immediately address this issue creates a serious operational issue. Delay in repay could result in equipment damage to the equipment, loss of power to the institution along with a major safety concern. This project aims to replace the relays and program them with the correct protective settings.

**Why are those
circumstances outside of
the control of Agency?**

Installation of equipment substitutes would require a major project to integrate with the current system, additional costs for programming and installation and would result in the institution to be without relay protection for an extended period of time. Purchase of these GE relays would allow the system to be repaired immediately and not require additional programming as they are a direct replacement to the current relays.

**Provide a brief explanation
for the urgent need:**

Reliable electrical power is essential for a state correctional institution and currently the issues with the switchgear controls and protective relays puts SCI Mercer in a position where they do not have reliability for their generators and switch gear, which distributes electricity throughout the entire institution. The selection of GE as the vendor for this project was made based on the fact that the current relays installed in the switchgear are GE model. Purchasing GE relays allows proper communication between the relays and PLC. Purchasing these GE relays through the OEM is required to receive support for developing the correct protection settings for the relays, wiring for the relays, and changes to any programming to accept the relays.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

Full supplier information (if known at time of submission of form)	Name:	
	Address:	
	Telephone #:	
	SAP Vendor#:	
		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):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.	This purchase is directly to GE.
Explain why it is not practical to obtain two or more quotes for this emergency procurement.	The institution is currently without electrical protection due to the failure of these relays
If timing is a factor, what is the time factor and why? If yes, please explain.	The institution is currently without electrical relay protection
Are there compatibility requirements or compliance requirements? If yes, please explain.	Yes, The relays are a direct replacement to the GE relays. Substitution of other relays will require additional money, lead times and integration costs.

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.

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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

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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:

Corrections Facility Maintenance Manager 3

Signature:

Michael Wenrick

Date:

01-14-21