

## 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:	Historical and Museum Commission				
Contact Person:	Patricia Frey				
Contact Address:	300 North Street Harrisburg PA 17120				
Contact Tel#:	717-772-8875				
Contact Email:	pafrey@pa.gov				
Description Of Material (or) Service (or) IT	Service	Removal of several uprooted trees and pruning of multiple trees after an EF2 tornado passed over Hope Lodge.			
SAP Material Groups:	70110000				
Estimated \$ Amount:	43,500				
Length of EP:	60 Days				
Delivery Location:	City	Fort Washington	State	Pennsylvania	ZipCode 19034

## Basis for the Emergency Purchase



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

Identify the Threat:	After an EF2 tornado passed over Hope Lodge, (6) trees were uprooted on the property, several trees were snapped in half, while numerous other trees had large limbs snapped off.
Provide a brief explanation of the need for the material and/or service:	With the debris from the trees spread over the grounds and parking lot, service needs to be provided to address the issues of safety, maintenance, and access.
State the consequence if the procurement is not done on emergency basis:	The fallen trees and dangling branches pose an immediate safety risk to staff, volunteers and to the paying public who visit the site.

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:**

One quote was obtained from a vendor used by the bureau in the past - Chadds Ford Tree Service. Multiple local vendors were contacted for quotes, but with the large storm that swept through eastern Pennsylvania vendors were unavailable to provide quotes. Shearon Environmental did come and look at the damage, but was unable to provide a quote. They were only able to give a verbal estimate on the number of hours they thought they might need to be there. The work needs to be done ASAP for safety reasons, so we are going with the only actual quote we received.

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

Name:

Chadds Ford Tree Service LLC

Address:

P.O. Box 381, Chadds Ford, PA 19317

Telephone #:

610-388-2415

SAP Vendor#:

126990

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.

Due to the location of the historical site and urgency to have the property cleared of debris as soon as possible, the vendor selected is able to provide the service right away. Because Hurricane Ida caused widespread damage in eastern Pennsylvania, tree vendors are extremely busy now and it is difficult to find one able to have the time to even come out and provide a quote.

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

Timing is a factor because the historical site is open to the public and must have the parking lot and pathways cleared for guest safety.

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

No

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:** Director, Bureau of Management Services

**Signature:** David Bohanick

**Date:** 09-07-21