ID

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:	Departmer	Department of Human Services "prior DPW"				
Contact Person:	Amber Ma	Amber Madden				
Contact Address:		1000 Route 522 Selinsgrove PA 17870				
Contact Tel#:	570-372-56	570-372-5672				
Contact Email:	ammadder	ammadden@pa.gov				
Description Of Material (or) Service (or) IT	Material	Material Bituminous Coal				
SAP Material Groups:	15101601	15101601				
Estimated \$ Amount:	116,600	116,600				
Length of EP:	60 Days					
Delivery Location:	City	Polk	State	Pennsylvania	ZipCode	16342

Basis for the Emergency Purchase

Threat to public health, welfare, or safety

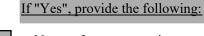
Identify the Threat:

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.

 $\mathbf{\Lambda}$



☑ No

Yes a. Name of person granting approval:

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:	Polk Center's coal vendor canceled their contract, effective immediately.
	No advance notice was given, so there was no time to bid competitively or have a new contract in place without disruption of deliveries.
	Coal is needed to provide heat for the residents of the Polk Center. Estimated usage is 900 ton per month.

Information Required

For ALL EP's provide the following information:

		Requested quotes from the 2 other vendors on DGS Contract that provide bituminous coal to other State facilities. RFI Energy bid \$110.14/ton, and Gleamers Coal bid \$106.00/ton. Both vendors can start delivery Monday.		
	Name:	Gleamers Coal		
Full supplier information (if known at time of submission of form)	Address:	PO Box 223, Brisbin PA 16620		
	Telephone #:	lephone #: 814-378-7802		
	SAP Vendor#:	424065	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:	Gleamers Coal \$106/ton. RFI Energy \$110.14/ton.
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)	Canceling PO # 4500768092, against contract # 4600015437.

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:

 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."
It is not practical for the agency to obtain two or more quotes.

prov plea	nly a single supplier capable of viding the material or services? If Yes, se explain. If not applicable, leave ik and respond in the next block.			
two	lain why it is not practical to obtain or more quotes for this emergency curement.			
If timing is a factor, what is the time factor and why? If yes, please explain.		Need coal deliveries to maintain heat at the Polk Center, including residential buildings.		
	there compatibility requirements or pliance requirements? If yes, please ain.	Should not be an issue, as vendor already supplies bituminous coal to other facilities under PA Contract.		
	one of the following must be checked. In	procurement is to prevent a lapse in contracted services, clude status of the new contract/purchase and note any s of the emergency procurement.		
	To extend a current contract with the current contractor to prevent a lapse in contracted services.			
V	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	Per email from Greg Knerr, existing contract with East Fairfield Coal Co. has been canceled, and he will be working on setting up a new contract for Polk Center. We are to set up a PO with an alternate supplier to cover the interim.		
	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 of Procurement		
Signature:	Daniel R. Boyd	Date:	11-21-14