

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 Conservation and Natural Resources				
Contact Person:	Michelle Flynn				
Contact Address:	400 Market Street 7th floor Harrisburg PA 17105				
Contact Tel#:	717-783-5885				
Contact Email:	mflynn@pa.gov				
Description Of Material (or) Service (or) IT	Material	Deliver, install, rent, and render operational construction and placement of a Acrow Beam Bridge to clear a span of 45 feet. The current bridge is in extremely poor condition and ready to collapse. The current bridge has been determined to be unsafe and to be closed to all vehicular traffic.			
SAP Material Groups:	30222027				
Estimated \$ Amount:	13100.00				
Length of EP:	4 months, plus possible additional 8 months rental @ \$2,900.00 per month				
Delivery Location:	City	Collegeville	State	Pennsylvania	ZipCode 19426-1202

Basis for the Emergency Purchase



Threat to public health, welfare, or safety

Identify the Threat:	On December 8, 2014 two engineers from Eastern Engineering Office inspected the Fern Ave. Bridge at the request of Evansburg State Park office staff, and as a result of failure of the downstream bridge parapet. The inspection revealed the information contained on Attachment A.
Provide a brief explanation of the need for the material and/or service:	There is currently a private residence, state forest office, and leased quarry operation that use this bridge for access. In addition, the bridge is the only access to a popular mountain bike trail that is open year round. Emergency response vehicles access the trail via the bridge to tend to insured bidders.

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

In order to provide access for emergency and service vehicles, a temporary portable bridge is required. In the past, emergency response vehicles accessed the trail via this bridge to tend to injured bicyclers. In addition to service vehicles (i.e. gas, trash, etc.) will not be able to make deliveries/pick-ups to the residence and forestry office.

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:

Four vendors were contacted to request quotes to provide the temporary rental bridge needed (specific dimensions are needed). Two of the four vendors were a "no bid". One vendor provided an "non-acceptable bid" (could not meet the dimensions required for the bridge). The fourth vendor provided an acceptable bid and is selected to provide the temporary bridge structure needed to meet this emergency need.

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

Name:

Acrow Corporation of America

Address:

181 New Road, Parsippany, NJ 07054-5645

Telephone #:

973-244-0080

SAP Vendor#:

390464

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.

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

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

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:	Chief - DCNR Division of Procurement & Supply
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Signature:	Michelle Flynn	Date:	12-17-14
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