

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 Environmental Protection					
Contact Person:	Bill McDade					
Contact Address:	400 Market Street Harrisburg PA 17101					
Contact Tel#:	717-783-9937					
Contact Email:	wmcdade@pa.gov					
Description Of Material (or) Service (or) IT	Service	overpack, consolidate, transport and dispose of illegal drug producing hazardous chemicals, chemical waste, and PPE				
SAP Material Groups:	76130000					
Estimated \$ Amount:	25000					
Length of EP:	30 Days					
Delivery Location:	City	Hazleton	State	Pennsylvania	ZipCode	18201

Basis for the Emergency Purchase**Threat to public health, welfare, or safety****Identify the Threat:**

As a result of an 7/28/15 OAG executed search warrant, Atty. General staff found clandestine ecstasy drug lab chemicals and wastes. Haz. chemicals include acetone, xylene, touene, muriatic acid, formic acid, hydrogen peroxide, safrole oil and other unknown chemicals with pH ranging from 0 to 13.

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

The materials were not disposed of but left by the OAG onsite in a residential storage shed and a rented two story garage.

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

The chemicals' toxicity, corrosiveness, flammability and close proximity to residential homes constitute an environmental risk and imminent threat to the public's life and health.

Indicate whether approval was obtained from DGS.

If "Yes", provide the following:

☒ **Yes**

a. Name of person granting approval:

Jenny Doherty

☐ **No**

b. Date of approval:

08-31-15

☐ **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:

On 8/28/15 at 1000 hours, Kevin Augustine, ERPM- DEP, met with two environmental clean up contractors for a pre-bid meeting to discuss the scope of work required to complete the job. Each contractor was given a printed spread sheet consisting of the haz. cat. analysis of 111 samples collected from the drug lab chemicals left on site by the OAG. The 2 companies were as follows: 1. Datom Products, 113 Monahan Ave., Dunmore, Pa. 570-343-2878 and Qualified Spill Response of Pa., 705 Spring Garden Street, Carlisle, Pa. 717-609-1350. Bids are to be submitted to DEP Augustine by 1400 hours 8/31/15.

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

Name:

Qualified Spill Response Inc.

Address:

4475 S. Clinton Ave., Suite 208, South Plainfield, NJ 07080

Telephone #:

866-774-5575

SAP Vendor#:

registering

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:	Division Chief, Contracts,Procurement and Bondi		
Signature:	William A. McDade	Date:	08-31-15