

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:	Game Commission				
Contact Person:	Brad Stine				
Contact Address:	136 Game Farm Road Montoursville PA 17754				
Contact Tel#:	570-435-2043				
Contact Email:	brstine@pa.gov				
Description Of Material (or) Service (or) IT	Material	Feed, Grower #1, pheasant, Game Bird Feed, Grower #2, pheasant, Game Bird			
SAP Material Groups:	10120000				
Estimated \$ Amount:	102,500.00				
Length of EP:	130 days				
Delivery Location:	City	Montoursville	State	Pennsylvania	ZipCode 17754

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:

FM Brown who has the original PO is unable to deliver because of a breakdown in their equipment

Why are those circumstances outside of the control of Agency?

FM Brown won the bid for providing pheasant feed. They are an outside company and not part of the Game Commission

Provide a brief explanation for the urgent need:

If we don't get feed our pheasants on the Loyalsock Game Farm will starve to death and we will not have a product to stock come hunting season.

Information Required

For ALL EP's provide the following information:

Brief description of selection process:

Kalmbach is the bid winner for the Southwest Game Farm and they are providing feed for that farm. They have a feed plant close to the Loyalsock Game Farm and will be able to provide the Grower 1 and Grower 2 feed we need for our pheasants.

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

Name:	Kalmbach Feeds Inc	
Address:	7148 State Highway 199, Upper Sandusky OH 43351	
Telephone #:	419-294-3838	
SAP Vendor#:	160656	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:

Kalmbach Feeds Inc
Jim Wilson
724.657.4979

Funds have already been encumbered for this request (Yes/No):

Yes PO4300616364
 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)

PO4300616364 is the original PO but FM Brown is unable to deliver feed for the foreseeable future.

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.

this supplier is the feed supplier for our other Game Farm and previously provided feed for our Loyalsock Game Farm as well. Last year they were the winning bidder for this farm.

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: Executive Director

Signature: Brian Burhans

Date: 09-10-19