



**EMERGENCY SOLE SOURCE  
FILING JUSTIFICATION**

|  |
|--|
| <b>TO:</b> Katrina McGovern                                  |
| <b>CONTRACT #</b><br>Click here to enter text.               |
| <b>TODAY'S DATE:</b><br>Click here to enter a date.          |
| <b>CONTRACT SUB OBJECT CODE:</b><br>Contract Sub Object Code |

|                                |                       |
|--------------------------------|-----------------------|
| <b>CONTRACTOR'S LEGAL NAME</b> | <b>TIN/UBI NUMBER</b> |
| Northwest Control Company      | 601 071 581           |

|                |   |
|----------------|---|
| <b>ADDRESS</b> | 8750 SE McLoughlin Blvd, Milwaukie OR 97222 |
|----------------|---|

|   |
|---|
| <b>EMERGENCY CONTRACT PURPOSE</b>   |
| Green Hill School is a 24/7 maximum security facility for young men ages 17-25. The facility heating system and domestic hot water supplies depend on the reliable operation of hydronic boilers to provide heating and domestic hot water for the living and operational environment. The recent failure of one of the boilers jeopardizes the ability to guarantee these resources. In order to have the system operational for the upcoming season, repairs need to be done as soon as possible. |

**EMERGENCY FUNDING**

|                                  |                         |
|----------------------------------|-------------------------|
| FEDERAL FUNDING \$               | STATE FUNDING \$123,757 |
| <b>CONTRACT TOTAL \$ 123,757</b> | OTHER FUNDING \$        |

**CONTRACT DATES - This Request for Emergency Contract Filing Must not be more than 3 business days from the date work started or the date of contract execution (whichever came first)**

|   |                                       |
|---|---------------------------------------|
| START DATE: Click here to enter a date. | END DATE: Click here to enter a date. |
|---|---------------------------------------|

|   |
|---|
| <p><b>EMERGENCY CONTRACT DEFINITION AND GUIDELINES</b></p> <p><u>What is considered an emergency?</u><br/>As per RCW 39.26.130, an "emergency" means a set of unforeseen circumstances beyond the control of the agency that either:</p> <ol style="list-style-type: none"> <li>Present a real, immediate, and extreme threat to the proper performance of essential functions; or</li> <li>May reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken.</li> </ol> <p><u>Guidelines:</u><br/>Procurements under \$10,000 or available through a State Master Contract (non-2<sup>nd</sup> Tiers) are exempt from competition and any related filing processes, as per DES Policy #DES-140-00.<br/>For emergency procurements (see definition above) totaling over \$10,000 and where a State Master Contract for such services is <u>not</u> available, within 2 business days of commencement of work or executing the emergency contract (whichever comes first), contracting staff must submit the following to DCYF for emergency processing:</p> <ul style="list-style-type: none"> <li>completed emergency filing justification form (this form)</li> <li>drafted Emergency Contract Notice (for transparency posting on DCYF' website; WEBS posting is not required)</li> <li>drafted and approved memo* from your Administration's Assistant Secretary to the DCYF Secretary</li> <li>drafted memo* from the DCYF Secretary to the DES Director</li> </ul> <p>*Note: Both memos mentioned above must have your Assistant Secretary's approval and describe the goods/services procured, the details of the emergency, the circumstances leading to the emergency and why the circumstances require the emergency contract.</p> <p>Per DES Policy #DES-130-00, the duration of an emergency contract must <u>not</u> extend beyond the time needed to resolve the immediate threat.</p> |
|---|

**To expedite DCYF and DES' review of this Emergency Contract, Please provide *clear and compelling* answers to the following justification questions:**

- 1. Explain the nature of the emergency and all relevant circumstances associated with the emergency.**

Green Hill School (GHS) is a 24/7 maximum security facility for young men ages 17-25 years.. GHS is responsible for the safety and rehabilitative services for the young men in our care. The hydronic heating system operating with reliable redundancy is necessary to maintain a livable environment in this 305,819 sq/ft facility.

- 2. Describe the threat to the health or safety of individuals, property or essential state functions if immediate action was not taken. Provide an estimate of the potential material loss or damage.**

In the event of failure of the single large boiler, heating the living and operational spaces and domestic hot water will not be manageable.

- 3. Explain how the goods and/or services of the contractor alleviated or eliminated the emergency. Describe what the consequences would have been if the emergency action had not been taken and the risks associated with inaction.**

The contractor restoring the redundant function of the boilers will ensure that the entire facility heating demands and domestic hot water supplies will be provided reliably and safely

- 4. Describe the contractor's qualifications, experience, and background in providing the emergency goods and/or services, and the basis on which this contractor was selected over other qualified firms.**

Maintenance has utilized Northwest Controls for scheduled emissions calibrations and boiler repairs in the past and have been pleased with the service provided.

- 5. Explain how the agency concluded that cost, fees, or rates are fair and reasonable, since competition was not used as the means for procurement.**

The rates are comparable with other estimates provided and our experience with this vendor has been one of organized, clean, high quality service and exemplary professionalism.

- Confirm Program and Contractor agree that the Contract document is in final form
- Drafted Emergency Notice is attached separately to this request (in Word Format - to post on DCYF website for public inspection; posting for emergencies to WEBS is not required)
- Drafted memo\* from your Administration's Assistant Secretary to the DCYF Secretary is attached separately to this request

- Drafted memo\* from the DCYF Secretary to the DES Director is attached separately to this request

*\*Both above mentioned memos must have your Assistant Secretary's approval and describe the service procured, the details of the emergency, the circumstances leading to the emergency and why the circumstances require the emergency contract.*

- If filing is considered late, obtain your Division Director and Fiscal Approvals.

***If the Emergency Contract filing is "late" (where the commencement of work or execution of the Contract - whichever came first - is more than 3 business days from date sent to DCYF for approval, posting and submission to DES), you must also complete and attach the Late Filing Justification Form to this request.***