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I. INTRODUCTION

Purpose:

- This User’s Guide provides general information and instruction on how to procure materials and services during a disaster/emergency event using the Commonwealth of Pennsylvania (CWOPA) Department of General Services (DGS) Bureau of Procurement (BOP) Disaster/Emergency Procurement Website.

- The Website is designed for those individuals who are responsible for ordering materials and services during a disaster/emergency event in the Commonwealth of PA. It is for use by state, county, city, borough, federal, military and volunteer emergency workers. The end users of this guide would include CWOPA Emergency Preparedness Liaison Officers (EPLO’s), Local Emergency Management Coordinators (EMC’s), Incident Commanders, etc.

- The Website and User’s Guide outline the process, identify the procedures and provide the tools and resources to access suppliers and make purchases during a disaster/emergency event.

- This User’s Guide is designed to serve as a training tool as well. Access the DGS Bureau of Procurement Disaster/Emergency Procurement Website and follow the instructions in this guide. The site is available at any time for practice and training purposes. However, the list of DGS/BOP Points of Contact is only activated during actual emergency events. Further, access to the DGS/BOP Points of Contact page is limited to CWOPA EPLO’s and those with User ID’s identified by PEMA/DGS.

- This Website does not provide an exhaustive list of suppliers for every possible requirement. It does, however, provide many reliable suppliers with emergency contact information for numerous materials and services needed during past disaster/emergency events.
The DGS Bureau of Procurement Disaster/Emergency Procurement Website contains:

- A **Procurement Flow Chart for Disaster/Emergency Events** which provides a step-by-step diagram of the process to be used to procure materials and services during a disaster/emergency.

- A **Purchase Order Form for Disaster/Emergency Events** to document and record pertinent information needed for procurement and delivery during a disaster/emergency and subsequent reconciling of funding records.

- **Lists of Pre-Qualified and Known Suppliers** to identify numerous suppliers for materials, services, raw materials and COSTARS. There are also links provided to search qualified suppliers on federal contracts in GSA Schedules.

- A list of **DGS/Bureau of Procurement Emergency Points of Contact** to assist you in the event that you are unable to locate a supplier to fulfill your requirement. **Note:** Access to the **DGS/BOP Points of Contact** page is limited to CWOPA EPLO’s and those with User ID’s identified by PEMA/DGS.

- This **Quick Reference User’s Guide** to provide information and instruction concerning the use of the DGS Bureau of Procurement Website along with disaster/emergency event policies and procedures.

- Access to **Related Links** which will lead you to other websites that contain information concerning emergency response related agencies and activities.

**NOTE:** Since internet access may become a factor during an emergency, it is recommended that you PRINT your documents and/or SAVE them to your Desktop, to a Resource Account or a Thumb Drive whenever possible.
II. PROCUREMENT FLOW CHART FOR DISASTER/EMERGENCY EVENTS

Purpose:
- This flow chart provides a step-by-step diagram of the procurement process to use when buying materials and services during a disaster/emergency event.
How to Use the **Procurement Flow Chart for Disaster/Emergency Events**

The Process begins when the Emergency Purchaser gets a requirement.

The Emergency Purchaser clicks on PURCHASER ORDER FORM on the flow chart or on the **DISASTER/EMERGENCY PROCUREMENT Website Page** and begins to fill in all known and required fields. You may not be able to complete sections such as Supplier Information just yet. Simply fill out as much as you can, then proceed to the next step.

The Emergency Purchaser clicks on the LIST OF SUPPLIERS on the flow chart or on the **DISASTER/EMERGENCY PROCUREMENT Website Page**. This section contains contact information for many pre-qualified and/or known CWOPA suppliers. Drilling down into the spreadsheet will give you emergency contact information provided by the suppliers for this purpose.

If you find what you need:

1. Contact the supplier.
2. Order off the website/catalogue.
3. Complete PURCHASER ORDER FORM.
4. PRINT the PURCHASER ORDER FORM and/or SAVE it to the Desktop, Resource Account or Thumb Drive.
5. Ordering is now complete.
6. Emergency Purchaser coordinates future logistics as required.
If the supplier you contact does not have what you need, try again until you find a suitable supplier to satisfy your need.

**OR**, click on **DGS/BOP POINTS OF CONTACT** and notify someone on that list of your requirement. Then proceed with steps below.

If you do not find what you need:

1. Click on **DGS/BOP POINTS OF CONTACT**
2. Notify someone on that list of your requirement.
3. Forward the information you have thus far from the **Purchase Order Form**.
4. The DGS/BOP Point of Contact will locate supplier, place order and fill in remainder of the **Purchase Order Form**.
5. DGS/BOP Point of Contact will return completed **Purchase Order Form** to Emergency Purchaser.
6. PRINT the **PURCHASER ORDER FORM** and/or SAVE it to the Desktop, Resource Account or Thumb Drive.
7. Ordering is now complete.
8. The Emergency Purchaser coordinates future logistics as required.
III. PURCHASE ORDER FORM

Purpose:

- The **Purchase Order Form** is completed in order to record the pertinent information needed for procurements during an emergency. This document will also be used for payment purposes.

Contents of the Purchase Order Form:

- **Emergency Purchaser Information**
  - Name of Emergency Event – name given by PEMA
  - PEMA Mission # – date YYYYMMDD with 5 digit PEMA incident #
  - Name – name of Emergency Purchaser (your name)
  - Agency – name of Agency, Department, Municipality, etc.
  - County – County where items will be used/received
  - Phone #/ Backup Phone # – to contact Emergency Purchaser
  - Email address – to contact Emergency Purchaser
  - Fax # – to contact Emergency Purchaser
  - Date/ Time of request
  - Requirement(s) received from - name of the person/office that requested items

- **Supplier Information**
  - Name
  - Address
  - Contact Person
  - Phone #
  - Backup Phone #
  - Email address
  - Fax #
  - Website
  - Contract #

- **Ship To**
  - Detailed Location – specifics on delivery address, area, building name, floor number, room number, landmarks, etc.
  - Contact Person – point of contact for delivery agent
  - Back-up – alternate contact person
  - Phone # – phone number of contact person
  - Back-up Phone # – alternate contact person’s phone number
- **Email Address** – email address of contact person
- **Fax #** – fax # for contact person
- **Special delivery equipment needed?** – e.g., forklift, heavy duty cart, platform trucks, Aerial Apparatus, padding, cargo net, etc.
- **Is warehousing required/available?**
- **Pick up required/available?**
- **Any quarantines or delivery restrictions?** – e.g., must wear protective gloves, radioactive material, highly infectious area, etc.
- **Must entire order amount be delivered at once?** - Provide description.
- **Special instructions/remarks** – e.g., refrigeration necessary, photo ID required to deliver, third party billing number, etc.

  - **Purchase Order #**
    - The Purchase Order # consists of 3 parts: the date, Outlook or User ID, and an order # from 001 through 999, assigned by the Emergency Purchaser (YYMMDD-Outlook or User ID- ###)
    - Example: If the date is **October 30, 2007**, the Outlook ID (username) is **jdoe**, and this is the 4th order placed for this emergency by this Emergency Purchaser, the Purchase Order # would be **071030-jdoe-004**

  - **Priority** (Choose one)
    - **Urgent** – needed within the hour
    - **High** – needed within 2-8 hours
    - **Medium** – needed within 8-24 hours
    - **Low** - needed within 24-48 hours
    - Anything needed in 48 hours or out, should be noted as such in remarks.

  - **Item Table**
    - **Item #** – number assigned to the item from supplier/catalogue
    - **Description of Material/Service**
    - **Unit of Measure** – number, quantity, weight, inches, miles, quarts, billable hours, etc.
    - **Unit Price** – price of each unit
    - **Extended Price** – Unit of Measure multiplied by Unit Price
    - **Commodity**- consumables (food, water, etc.), expendables (paper towels, plates, gowns, etc.)
    - **Accountable Property**- nonexpendable property and sensitive property (e.g., portable computers, portable communications items, photographic items, firearms,
survey instruments, binoculars, power tools, televisions, and video cassette recorders.) Items retained for ownership after a disaster. These items would need to be maintained and accounted for.

- **Estimated Freight costs** – when not FOB destination, record the estimated costs
- **Special Instructions/Remarks** – any specifics needed to describe item and/or the delivery and storage of the item

  - **Payment Method** (Choose one)
    - **Invoice municipality** – address can be listed in General Notes/Remarks
    - **Invoice COPA** – address can be listed in General Notes/Remarks
    - **P-card**
      - Specify P-Card#
      - Expiration Date
    - **Donation** – general information can be listed in General Notes/Remarks
    - **Other** – general information can be listed in General Notes/Remarks

  - **Approved By** - The Approved By portion of the form needs to be completed by the coordinator when the total purchase cost exceeds $10,000.
    - **Name** – name of coordinator that approves the form
    - **Date/Time** – date and time of approval
    - **Title** – position description of person who approves form
    - **Signature** – the signature of the approver should appear on the printed copy.

  - **Forwarded To** – The Forwarded To portion of the form is completed in the event that the Emergency Purchaser has to send the Purchase Order Form to someone on the DGS/BOP Point of Contact listing for assistance.
    - **Name** – name of DGS/BOP Point of Contact
    - **Title** – position of DGS/BOP Point of Contact
    - **Date/Time** – date and time form was forwarded

  - **General Notes/Remarks** – This space is provided for any general comments/instructions/information.

  - All required fields are marked with an asterisk ( * ).

**NOTE:** Since internet access may become a factor during an emergency, it is recommended that you PRINT your documents and/or SAVE them to your Desktop, to a Resource Account or a Thumb Drive whenever possible. A Resource Account named ra-disasterbuy@state.pa.us has been established and can be used for any/all Purchase Order forms.
**STEPS TO COMPLETE PURCHASE ORDER FORM:**

1. **Emergency Purchaser Information:**
   (Used to identify and contact Purchaser.)

2. **Supplier Information:**
   (Provides details on supplier and contact info.)

3. **Ship To:**
   (Provides details/instructions for deliveries.)

4. **Item Information**
   (Purchase Order #, Priority, Description of Desired Item, Quantity Needed)

5. **Payment Method**
   (Indicate the preferred payment method.)

6. **Approved By**
   (Approval polices, if required, will be set by PEMA or the Eplo Agency Lead at the time of the event.)

7. **Forward To**
   (Use if forwarded to DGS/BOP POC)

8. **General Notes**
   (Comments, instructions/information)

---

**Purchase Order Form for Disaster / Emergency Events**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description of Material/Service</th>
<th>Unit of Measure</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Government/Accountable Property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Method**

- [ ] Purchase Order
- [ ] Debit/Fund #
- [ ] Check/Cash
- [ ] VISA/MasterCard
- [ ] Other

**Approved By:**

- [ ] Name:
- [ ] Date/Time:
- [ ] Title:
- [ ] Signature:
- [ ] General Notes/Remarks:

---

CWOPA DGS Bureau of Procurement Disaster/Emergency Event User’s Guide
Updated on 1/15/2015
IV. SUPPLIERS FOR DISASTER/EMERGENCY EVENTS

Purpose:

- A separate list of known **SUPPLIERS** for materials, services, raw materials and COSTARS are provided to Emergency Purchasers to assist them in finding vendors able to supply the goods/services needed.

- Suppliers on the list were contacted to provide additional emergency information. Suppliers provided emergency contact information such as cell phone numbers, back-up contact names and website addresses.

- In the event that the Emergency Purchaser is unable to find what is needed, or if the supplier cannot fulfill the need on the spreadsheets provided, use the **DGS/BOP Points of Contact** to notify someone who can assist. Access to this page is available only to CWOPA EPLO’s and that with User ID’s identified by PEMA/DGS.
IV. Disaster Emergency Suppliers

How to Use the Emergency Spreadsheet:

- Click on the link **Disaster Emergency Suppliers** in the SUPPLIERS section of the DISASTER/EMERGENCY PROCUREMENT Website.

- You will be asked whether you would like to open or save the document. Since internet access may become a factor during an emergency, it is recommended that you PRINT your documents and/or SAVE them to your Desktop, to a Resource Account or a Thumb Drive whenever possible.

- Read the introductory page and then click “HERE” to access the spreadsheet that contains the suppliers.

- Filter by the product/service you want.

- Clicking on the Material Category will bring up the spreadsheet for that particular Material.

- The spreadsheet lists a separate column for: Category of products/services, Product/Service, Supplier Name, Website, Contact and Phone.

- This is not an exhaustive list of suppliers. Many more may be able to assist.
V. DGS/BOP POINTS OF CONTACT

Purpose:

- The DGS Bureau of Procurement Points of Contact page is created to assist Emergency Purchasers if there is difficulty finding a needed supplier/item during a disaster/emergency event. Access to this page is only open to CWOPA EPLO’s and those with User ID’s identified by PEMA/DGS. *(This information is private and confidential and will only be available during an actual disaster/emergency event.)*

When to Use DGS/BOP Points of Contact:

- The Points of Contact should only be used if an Emergency Purchaser is unable to find what is needed from the lists of suppliers provided, or if unable to contact a supplier that can meet the need (as shown on the Procurement Flow Chart for Disaster/Emergency Events.)

- Attempts should be made to contact the Bureau of Procurement Points of Contact first. They are the best source of expertise to assist. Failing that, contact any DGS EPLO or Subject Matter Expert on the list.

- Contact information contains name, title, work/home/mobile numbers and email address.

- After contacting a DGS/BOP Point of Contact in a disaster/emergency event, the Emergency Purchaser should forward to the contact the information taken for the Purchase Order Form in progress.
IV. (E) GSA DISASTER RECOVERY RESOURCES

Purpose:

- Under the U.S. General Services Administration (GSA) Disaster Purchasing Program, state and local governments may use GSA Schedule contracts to purchase a wide variety of products and services during and after an emergency event. Additionally, it can be used to locate a supplier of any type at any time. However, unless it is an official disaster/emergency situation and the supplier is identified with the icon, the supplier is not obligated to charge the GSA negotiated rates.

When to Use GSA DISASTER RECOVERY RESOURCES:

- The GSA links were created to supplement the other spreadsheets. The Bureau of Procurement has established relations with their own suppliers and it is recommended that Emergency Purchasers utilize those suppliers in order to get the Commonwealth’s negotiated prices.

- GSA Schedule contracts can be used at any time, but it is suggested to search and utilize the Commonwealth contracts first.

- GSA eLibrary contains contact information for suppliers similar to the Commonwealth’s Disaster/Emergency Event vCards. As seen below, they also provide Terms & Conditions and other information on the contract the supplier has with GSA, along with the negotiated pricing.

- For instructions and an example of how to search for a supplier in GSA eLibrary refer to Appendix F.

- GSA Advantage® is an online shopping service of the U.S. General Services Administration.

- Schedule contractors, products and services are identified in GSA eLibrary and on GSA Advantage®, with a Disaster Purchasing icon.
VII. LIST OF RELATED AGENCIES OR ORGANIZATIONS

Purpose:

- A list of related agencies or organizations are provided as a supplemental guide, giving reference to useful websites that often give more details and provide additional information and guidance regarding specific disaster/emergency events.

List of Related Agencies or Organizations:

Pennsylvania Emergency Management Agency (PEMA) www.pema.pa.gov
The Pennsylvania Emergency Management Agency (PEMA) website contains alerts and advisories, current disaster declarations, Ebola information, and many plans, guides and presentations for emergency preparedness and operations, hazard mitigations and auxiliary communications services.

Federal Emergency Management Agency (FEMA) www.fema.gov
The FEMA website provides emergency preparedness publications, directions on how to apply for assistance, and also the steps to recover and rebuild after a disaster occurs.

American Red Cross www.redcross.org
The American Red Cross provides relief to victims of disaster and helps people prevent, prepare for and respond to emergencies. Emergency assistance may include temporary shelter, food, clothing, basic household furnishings, help with health care needs and referrals to other agencies. On this website you can search for the nearest Red Cross location and get information on a number of emergency related supplies that can be purchased directly from this web site.

Pennsylvania Department of Health www.health.pa.gov
The Pennsylvania Department of Health website offers information and services regarding public health preparedness, emergency preparedness and response planning, Disaster Volunteer Recruitment and Retention - State Emergency Registry of Volunteers in Pennsylvania (SERVPA), emergency medical services and diseases and conditions.

U.S. Department of Health and Human Services www.dhhs.gov
This website provides guidance towards families and individuals for preparing for Disasters and emergencies, what to do before and during a disaster, and also how to respond to the disaster once it has occurred.

FLU.gov www.flu.gov
This website contains specific information about the Flu including symptoms, prevention, treatment, vaccination, planning, preparedness and pandemic awareness.
Centers for Disease Control and Prevention [www.cdc.gov](http://www.cdc.gov)
This website provides information concerning Agents, Diseases, and other threats such as bioterrorism, mass casualties, chemical emergencies, natural disasters and severe weather, radiation emergencies, and recent outbreaks and incidents.

National Oceanic and Atmospheric Administration (NOAA) [www.noaa.gov](http://www.noaa.gov)
The National Oceanic and Atmospheric Administration Website provides information concerning weather watches, warnings, and the latest information on tornadoes, hurricanes, severe thunderstorms, floods, winter storms, marine weather and more.

The Office of Homeland Security develops, sponsors and delivers a number of training and educational events including counterterrorism preparedness, cybersecurity, human trafficking, large venue and mass gathering security, school safety, special event preparedness and workplace violence.

This website provides information concerning many aspects of homeland security such as preparedness and response to natural disasters, terrorist attacks, and other large scale emergencies. There is also information about committees and working groups that can assist those in need after an emergency occurs.

Ready.gov has links for America, businesses, and kids to prepare plans in case of an emergency. It enables you to reach your state or local government to see how you can prepare for events that can happen in your area. It contains links to information and links to topics such as what to do during a declared biological emergency, if you become aware of an unusual or suspicious substance nearby, symptoms and hygiene, preparing for floods, etc.
Appendix
**APPENDIX A**

Excel Spreadsheet Terminology

Here are examples of Excel spreadsheet terms referred to in this User's Guide.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Scrollbar</th>
<th>Columns</th>
<th>Rows</th>
<th>Tabs</th>
<th>Scrollbar</th>
</tr>
</thead>
</table>

- Tab: A2
- Scrollbar: Please scroll down for additional contracts
- Columns: CostARS Supplies
- Rows: Additional Contracts
- Tabs: Additional tabs showing suppliers and contact information
- Scrollbar: Vertical scrollbar on the right side of the spreadsheet

### Excel Spreadsheet Example

<table>
<thead>
<tr>
<th>1. A2</th>
<th>2. 24 Hr. Sales</th>
<th>3. Contact</th>
<th>4. Phone</th>
<th>5. Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Sales</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,234,567</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,345,678</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3,456,789</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4,567,890</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5,678,901</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B
How to Use the Find Tool

- The Find tool can be used by holding down the Ctrl key and typing the letter F. This tool can also be accessed by going to Edit on the menu and clicking Find.

- Type the word you are searching for into the “Find what” field. Click the “Find Next” button to find the word in the document.

- The word will be highlighted in the text. To find more results, click the “Find Next” button again.

Emergency Purchaser Gets Requirement - Fill in Purchase Order Form

- When an emergency purchaser gets a requirement, they should fill in the following fields of the Purchase Order Form:
  - Emergency Purchaser Information:
    - Name
    - Agency
APPENDIX C
How to Sort Cells

- Highlight all of the data you want to sort (do not include the column headings).
On the Data menu, click Sort.

A box will pop up with sorting options. The first drop down box will ask you what column you want to sort by. Select the Column letter you would like to sort by and choose whether you would like it to sort in ascending or descending order. You can sort by more than one field. Click OK when you are finished choosing your options.
The data is now sorted by Column C in alphabetic/numerical order.

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porta Plus, Inc</td>
<td>673 N. Thomas Drive</td>
<td>Renoir</td>
<td>IL</td>
<td>60016</td>
<td>(724) 450-5689</td>
<td>(724) 450-5689</td>
</tr>
<tr>
<td>Porta-John Rental Co</td>
<td>RR 1 Box 259</td>
<td>Blairsville</td>
<td>PA</td>
<td>15717</td>
<td>(724) 450-5689</td>
<td>(724) 450-5689</td>
</tr>
<tr>
<td>Portable Sanitation, Inc</td>
<td>PO Box 580 Dept T</td>
<td>Canon City</td>
<td>CO</td>
<td>80125</td>
<td>(719) 775-7471</td>
<td>(719) 775-7471</td>
</tr>
<tr>
<td>Porta-Tab Corp</td>
<td>PO Box 1684</td>
<td>Chesterfield</td>
<td>MO</td>
<td>63006</td>
<td>(573) 637-5655</td>
<td>(573) 637-5655</td>
</tr>
<tr>
<td>General C. Allen Co</td>
<td>4715 County Line Rd</td>
<td>Colma</td>
<td>CA</td>
<td>94010</td>
<td>(650) 364-8889</td>
<td>(650) 364-8889</td>
</tr>
<tr>
<td>Portable Waste Systems, Inc</td>
<td>4133 Shoreline Blvd</td>
<td>Earth City</td>
<td>MO</td>
<td>63016</td>
<td>(314) 451-4250</td>
<td>(314) 451-4250</td>
</tr>
<tr>
<td>Portable Sani-Tech</td>
<td>291 Schooley Avenue</td>
<td>Eustis</td>
<td>PA</td>
<td>16643</td>
<td>(724) 450-5689</td>
<td>(724) 450-5689</td>
</tr>
<tr>
<td>Portable Coating Systems, Inc</td>
<td>PO Box 1012</td>
<td>Franklin</td>
<td>TN</td>
<td>37065</td>
<td>(615) 791-8078</td>
<td>(615) 791-8078</td>
</tr>
<tr>
<td>Porter Instruments Co, Inc</td>
<td>246 Township Line Rd</td>
<td>Radford</td>
<td>VA</td>
<td>24140</td>
<td>(540) 751-4800</td>
<td>(540) 751-4800</td>
</tr>
<tr>
<td>Portable Pipe Hangers, Inc</td>
<td>5414 Harvey Wilson Blvd</td>
<td>Rancho</td>
<td>TX</td>
<td>78220</td>
<td>(713) 671-5000</td>
<td>(713) 671-5000</td>
</tr>
<tr>
<td>Port Austin Level &amp; Tool Mfg</td>
<td>PO Box 365</td>
<td>Port Austin</td>
<td>MI</td>
<td>48147</td>
<td>(906) 276-6691</td>
<td>(906) 276-6691</td>
</tr>
<tr>
<td>Pitts Clinton</td>
<td>3115 Saramago Road</td>
<td>Pittstown</td>
<td>PA</td>
<td>15146</td>
<td>(718) 791-7500</td>
<td>(718) 791-7500</td>
</tr>
<tr>
<td>Porta Door Co</td>
<td>45 Cogswell Lane</td>
<td>Naugatuck</td>
<td>CT</td>
<td>66603</td>
<td>(203) 856-6191</td>
<td>(203) 856-6191</td>
</tr>
<tr>
<td>Perma Waste Water</td>
<td>69 School House Road</td>
<td>Goodlettsville</td>
<td>TN</td>
<td>38044</td>
<td>(423) 791-2209</td>
<td>(423) 791-2209</td>
</tr>
<tr>
<td>Parker Bros.</td>
<td>584 E Carl Street</td>
<td>State College</td>
<td>PA</td>
<td>18601</td>
<td>(814) 334-9155</td>
<td>(814) 334-9155</td>
</tr>
<tr>
<td>Porta-Plus, Inc</td>
<td>PO Box 8350</td>
<td>Waynesburg</td>
<td>NC</td>
<td>28803</td>
<td>(919) 757-8353</td>
<td>(919) 757-8353</td>
</tr>
</tbody>
</table>

Appendix C-3

Appendix
**APPENDIX D**

**How to Filter Cells**

- In order to narrow down the information in a table and eliminate the cells that do not contain the selected criteria, you can Filter the cells by highlighting the cells you would like to filter, including the column heading(s).

- Go to Data-> Filter-> select Autofilter
There is now a gray dropdown box in the cell heading(s) on the right hand side.

- Click on the dropdown box. All of the entries in the column's cells are listed in alphabetical order.

Select the information you would like to view. In this example we are going to select PA in order to only view suppliers from Pennsylvania. If you would like to further narrow the results, filter other columns as well.
- If you would like to restart and view all of the data (states), click on the gray dropdown box again and select “All”.

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Address</th>
<th>City</th>
<th>County</th>
<th>State Code</th>
<th>Zip</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fast &amp; Easy Rental Co.</td>
<td>898 4 Box 389</td>
<td>Blairsville</td>
<td>GA</td>
<td></td>
<td>15712</td>
<td>(724) 402-5806 (724) 402-5806</td>
</tr>
<tr>
<td>George C. Allen Company</td>
<td>4775 County Line Road</td>
<td>Colma</td>
<td>CA</td>
<td></td>
<td>10915</td>
<td>(215) 362-0016 (215) 362-0016</td>
</tr>
<tr>
<td>Portable Space</td>
<td>509 School Avenue</td>
<td>Carter</td>
<td>CO</td>
<td></td>
<td>10029</td>
<td>(303) 733-8000 (303) 733-8000</td>
</tr>
<tr>
<td>Porter Instruments Co.</td>
<td>235 Township Line Road</td>
<td>Pottstown</td>
<td>PA</td>
<td></td>
<td>18165</td>
<td>(610) 732-5506 (610) 732-5506</td>
</tr>
<tr>
<td>Polly Queen</td>
<td>2995 Santeigo Road</td>
<td>Pottstown</td>
<td>PA</td>
<td></td>
<td>18165</td>
<td>(610) 732-5506 (610) 732-5506</td>
</tr>
<tr>
<td>Pierre Van De Venter</td>
<td>60 School House Road</td>
<td>Renton</td>
<td>WA</td>
<td></td>
<td>10801</td>
<td>(206) 727-2500 (206) 727-2500</td>
</tr>
<tr>
<td>Porter Brothers</td>
<td>1015 S East Street</td>
<td>State College</td>
<td></td>
<td></td>
<td>10801</td>
<td>(206) 231-1100 (206) 231-1100</td>
</tr>
</tbody>
</table>
APPENDIX E
How to Search GSA Schedule Contracts
Example: How to Purchase Water

1) Go to www.gsa.gov/disasterpurchasing

2) Select the “GSA eLibrary” link

3) On the right hand side of the page under “Disaster Recovery Purchasing”, click on the “View participating vendors” link.
Search under the “Description” column for the type of item you are looking to purchase and click on the corresponding number (in this case, #73, FOOD SERVICE, HOSPITALITY, CLEANING EQUIPMENT AND SUPPLIES, CHEMICALS AND SERVICES).

Recovery Purchasing - State & Local Governments

Section 833 of the John Warner National Defense Authorization Act (Public Law 109-364) amends 40 U.S.C. 502 to authorize the Administrator of General Services to provide State and local governments use of certain Federal Supply Schedules of the GSA for purchase of products and services to facilitate recovery from a major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.) or to facilitate recovery from terrorism or nuclear, biological, chemical, or radiological attack. Use of Federal supply schedules by State and local governments is voluntary.

Vendors participating in this program are identified with the icon on Schedules e-Library.

4) Under the “Category” column, select the category that includes the item that you are looking for. This will enable you to view the procurement contractors for this product. (In this case, we would select 302 2 Emergency and Non-Emergency Food Service Support because this lists potable water in the description.)

5) If necessary, click on the (Sort by) link above the “City, State” column to organize contractors by state for easy recognition of the Pennsylvania contractors.

6) Click on the contractor’s name to get contact (V-Card) information. Save this page for later use.
When available, review and print the contract terms and conditions.

After obtaining the contact and contract information, click on the GSA Advantage! icon on the same row as the contractor’s name to view items available by that contractor. To ensure that the items purchased can be used for Disaster Recovery, make sure there is a icon following the name of the contractor. (In this example, the only PA supplier is Pro Buy Solutions, LLC)

IF YOU WOULD LIKE TO VIEW OTHER TYPES OF GOODS SUPPLIED BY A CONTRACTOR: click on the name of the desired contractor. If searching for Disaster Recovery items, make sure that the icon is listed after the name of the desired contractor.

8) Once you decide which product best suits your needs, enter the quantity desired in the right column (in this example, quantity of cases each case containing 24/25 oz bottles).

After entering the quantity click on the icon. (2000 cases of the 25oz Woolrich Spring Water)
Your current shopping cart will list the description of the items you have selected, the quantity of each item, the unit price, and the total price of your order.

You may receive a warning box stating: Item is **FOB ORIGIN** "FOB Origin" means that the price shown does not include cost of shipment from the vendor to your location. Additional charges for transportation will be added by the vendor. Click on the red words in the warning for more information concerning FOB.

- **To continue shopping select the icon in the upper left of the page.** Select the additional goods you would like to buy then proceed to checkout.
- **If you are finished shopping, print and save the page displaying the items in the shopping cart that you would like to purchase** (you will need this information for the **PURCHASE ORDER FORM**).

9) **Complete PURCHASE ORDER FORM on the Disaster Emergency Procurement website.**

10) **Once you find the items you need and complete the PURCHASE ORDER FORM, proceed to the next step in the Disaster Emergency Events Procurement Flow Chart which is to contact the supplier.**
**PURCHASE ORDER FORM FOR DISASTER / EMERGENCY EVENTS**

<table>
<thead>
<tr>
<th>Required Fields</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency Purchaser Information:</strong></td>
<td></td>
</tr>
<tr>
<td>*Name of Emergency Event: *</td>
<td>PEMA Mission #:</td>
</tr>
<tr>
<td><em>Name:</em></td>
<td></td>
</tr>
<tr>
<td><em>Agency:</em></td>
<td><em>County:</em></td>
</tr>
<tr>
<td><em>Phone #:</em></td>
<td>Back-up Phone #:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Fax #:</td>
</tr>
<tr>
<td><em>Date/Time of Request:</em></td>
<td>Requirement(s) received from:</td>
</tr>
<tr>
<td><strong>Supplier Information:</strong></td>
<td></td>
</tr>
<tr>
<td><em>Name:</em></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td><em>Phone #:</em></td>
<td>Back-up Phone #:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Fax #:</td>
</tr>
<tr>
<td>Web Site:</td>
<td>Contract #:</td>
</tr>
<tr>
<td><strong>SHIP TO:</strong></td>
<td></td>
</tr>
<tr>
<td><em>Detailed Location (address, area, building name, room number…)</em></td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Back-up:</td>
</tr>
<tr>
<td><em>Phone #:</em></td>
<td>Back-up Phone #:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Fax #:</td>
</tr>
<tr>
<td>Special delivery equipment (forklift, heavy duty cart, platform trucks, etc.) needed?</td>
<td></td>
</tr>
<tr>
<td>Is warehousing required/available?</td>
<td></td>
</tr>
<tr>
<td>Pick up required/available?</td>
<td></td>
</tr>
<tr>
<td>Any quarantines or delivery restrictions?</td>
<td></td>
</tr>
<tr>
<td>Must entire order amount be delivered at once?</td>
<td></td>
</tr>
<tr>
<td>Special instructions/remarks.</td>
<td></td>
</tr>
<tr>
<td>Item #</td>
<td>Description of Material / Service</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Estimated Freight Costs (if not FOB Destination)

Special instructions/remarks:

**Payment Method** (please check one):

- [ ] Invoice Municipality
- [ ] Invoice COPA
- [ ] P-Card
- [ ] Donation
- [ ] Other

Specify P-card #: Expiration date:

**Approved By:**

- Name: Date/Time:
- Title: Signature:

**Forwarded To:**

- Name: Date/Time:
- Title:

General Notes / Remarks: