



# Requisition

**Ship To:** OK DEPT OF ENVIRONMENTAL QUALITY  
SHIPPING & RECEIVING  
707 N ROBINSON  
OKLAHOMA CITY OK 73102

<b>Business Unit: 29200</b>		
Req ID:	Date	Page
2920006852	10/11/2017	1
Requisition Name:		
ERG-CONTRACT RENEWAL		
Requester	Currency	
Kerri Housley	USD	
Requester Signature		

Line-Schd	Cat CD / Item-Desc	Sole Source	Agcy Req #	Quantity	UOM	Price	Due Date
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1- 1	77101505 / ANALYZE QUARTZ FILTERS FOR TOXIC METALS FOR FIVE (5) SITES, INCLUDING ONE ONE (1) CO-LOCATED SITE	TYP2		480.0000	EA	264.0000	
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<<SEE ATTACHED FOR PRICING, VERIFICATION AND FORMS>>SEE FOUR (4) ATTACHMENTS FOR PRICING, VERIFICATION AND FORMS

Vendor: 0000067913 EASTERN RESEARCH GROUP INC

Attn: Kerri Housley

Ln	Location	Amount	GL Unit	Account	Sub-Acct	Fund Type	Class Funding	Department	Bud. Ref
1	29203	126,720.000	29200	515290	10	1000	20000	5000001	18

Ln	CFDA	Project	Operating Unit
1	666050000	292047418	

2- 1	77101505 / PROVIDE ALL SAMPLING MATERIALS AND ANALYSIS FOR CARBONYL SAMPLING FOR FIVE (5) SAMPLING SITES	TYP2		400.0000	EA	159.0000	
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Vendor: 0000067913 EASTERN RESEARCH GROUP INC

Attn: Kerri Housley

Ln	Location	Amount	GL Unit	Account	Sub-Acct	Fund Type	Class Funding	Department	Bud. Ref
1	29203	63,600.000	29200	515290	10	1000	20000	5000001	18

Ln	CFDA	Project	Operating Unit
1	666050000	292047418	

3- 1	77101505 / PROVIDE ALL SAMPLING MATERIALS AND ANALYSIS FOR VOC SAMPLING FOR FIVE (5) SAMPLING SITES	TYP2		350.0000	EA	467.0000	
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Vendor: 0000067913 EASTERN RESEARCH GROUP INC

Attn: Kerri Housley

Ln	Location	Amount	GL Unit	Account	Sub-Acct	Fund Type	Class Funding	Department	Bud. Ref
1	29203	163,450.000	29200	515290	10	1000	20000	5000001	18

Ln	CFDA	Project	Operating Unit
1	666050000	292047418	

Approval Signature	Approval Signature	Approval Signature
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2920006852	10/11/2017	2
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Requester	Currency	
Kerri Housley	USD	
Requester Signature		

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4-1	TYP2			160.0000	EA	159.0000	
77101505 / PROVIDE ALL SAMPLING MATERIALS AND ANALYSIS FOR CARBONYL SAMPLING AT TWO (2) SECTOR SPECIFIC SPECIAL PROJECT SITES							

Vendor: 0000067913 EASTERN RESEARCH GROUP INC

Attn: Kerri Housley

Ln	Location	Amount	GL Unit	Account	Sub-Acct	Fund Type	Class Funding	Department	Bud. Ref
1	29203	25,440.000	29200	515290	10	1000	20000	5000001	18

Ln	CFDA	Project	Operating Unit
1	666050000	292047418	

5-1	TYP2			140.0000	EA	648.0000	
77101505 / PROVIDE ALL SAMPLING MATERIALS AND ANALYSIS FOR CONCURRENT VOC-HYDROCARBON WITH METHANE ANALYSIS							

Vendor: 0000067913 EASTERN RESEARCH GROUP INC

Attn: Kerri Housley

Ln	Location	Amount	GL Unit	Account	Sub-Acct	Fund Type	Class Funding	Department	Bud. Ref
1	29203	90,720.000	29200	515290	10	1000	20000	5000001	18

Ln	CFDA	Project	Operating Unit
1	666050000	292047418	

6-1	TYP2			15.0000	EA	662.0000	
77101505 / ANNUALLY, CERTIFY ATEC BRAND ANALYZER FOR VOC SAMPLING							

Vendor: 0000067913 EASTERN RESEARCH GROUP INC

Attn: Kerri Housley

Ln	Location	Amount	GL Unit	Account	Sub-Acct	Fund Type	Class Funding	Department	Bud. Ref
1	29203	9,930.000	29200	515290	10	1000	20000	5000001	18

Ln	CFDA	Project	Operating Unit
1	666050000	292047418	

Approval Signature	Approval Signature	Approval Signature
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<b>Business Unit: 29200</b>		
Req ID: 2920006852	Date 10/11/2017	Page 3
Requisition Name: ERG-CONTRACT RENEWAL		
Requester Kerri Housley	Currency USD	
Requester Signature		

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7-1	77101505 / ANNUALLY, CERTIFY ATEC BRAND ANALYZER FOR CARBONYL SAMPLING		TYP2	15.0000	EA	342.0000	
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Vendor: 0000067913 EASTERN RESEARCH GROUP INC

Attn: Kerri Housley

Ln	Location	Amount	GL Unit	Account	Sub-Acct	Fund Type	Class Funding	Department	Bud. Ref
1	29203	5,130.000	29200	515290	10	1000	20000	5000001	18

Ln	CFDA	Project	Operating Unit
1	666050000	292047418	

The State Official signing this requisition affirms any contract resulting from this request shall comply with the following:

- A. No employee of the state agency is able and available to perform the services to be provided pursuant to the contract.
- B. The state agency shall receive, review and accept a detailed work plan from the supplier for performance pursuant to the contract if requested by the State Purchasing Director.
- C. The state agency has developed, and fully intends to implement, a written plan providing for the assignment of specific state agency personnel to:
  - 1) Monitoring and auditing supplier performance,
  - 2) The periodic review of interim reports, or other indications of performance, and
  - 3) If requested by the State Purchasing Director, the ultimate utilization of the final product of the nonprofessional or professional services.
- D. The work to be performed under the contract is necessary to the state agency's responsibilities, and there is statutory authority to enter into the contract.
- E. The contract will not establish an employment relationship between the state or the state agency and any persons performing under the contract.
- F. No current state employee will engage in the performance of the contract, unless specifically approved by the State Purchasing Director.
- G. The purchase of the nonprofessional or professional services is justified, and
- H. The contract contains provisions that are required by 74 O.S. Section 85.41.

**NOTE:**

This requisition for services, in accordance with 74 O.S. Section 85.4.E.1, must be signed by the Chief Administrative Officer of the State agency or the Chief Administrative Officer of the requisitioning unit.

Approval Signature	Approval Signature	Approval Signature
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FY: 18

**SUPPLIER INFORMATION**

VENDOR #67913  
EASTERN RESEARCH GROUP INC.  
110 HARTWELL AVE.  
LEXINGTON, MA 02421  
ATTN: SERENA VETERE, C.F.C.M., SENIOR CONTRACTS ADMINISTRATOR  
(781)674-7229      serena.vetere@erg.com

**PROJECT NAME:** LABORATORY SERVICES CONTRACT

**METHOD OF PURCHASE:** SOLE SOURCE

**JUSTIFICATION:** THE ODEQ AIR QUALITY DIVISION COLLECTS AND ANALYZES AIR SAMPLES AT FIVE (5) SITES ACROSS OKLAHOMA TO ASSURE SAFETY FROM TOXIC AIR CONTAMINANTS AND TO QUANTIFY THE AIR QUALITY CONDITIONS AT THOSE SITES. AQD IS ALSO CONDUCTING SPECIAL PROJECTS AT TWO (2) SITES INVOLVING CONCURRENT ANALYSIS OF HYDROCARBON AND METHANE.

THE CURRENT CONTRACT IS EXPIRING 12/31/2017 AND NEEDS TO BE RENEWED FOR CONTINUED SAMPLING OPERATIONS. REFERENCE PO #2929021580

**REQUESTED BY:** RANDY WARD (405)702-4128    randy.ward@deq.ok.gov

**FOR AGENCY USE ONLY**

AQD/KERRI HOUSLEY (405)702-4117/ KERRI.HOUSLEY@DEQ.OK.GOV

**FOR CONTRACT RELATED ISSUES CONTACT THE BUYER LISTED ABOVE OR EMAIL:**  
MADELINE.MOREAU@DEQ.OK.GOV

**DEQ IS AN EQUAL OPPORTUNITY EMPLOYER**

**AQD FUNDING:**

FY: 18  
PROJECT ID: 474 TOXICS  
ACTIVITY: 500

**REQ #2920006852**

**DATE:** 10/11/18

**Total Requisition Amount:** 484,990.00

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
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