

OSU Emergency Procurement Guideline

PROCUREMENT AND CONTRACT SERVICES (PACS) HAS OUTLINED THE FOLLOWING GUIDELINE FOR PURCHASING IN THE EVENT OF A DISASTER

An emergency, as defined below, creates an immediate and serious need for supplies and/or services which cannot be satisfied following the normal procurement method due to the element of time. Emergency circumstances are those that involve issues surrounding the safety of students, staff and the public and require the protection of property from further immediate damage. When an emergency is declared, PaCs may issue a blanket emergency exemption for all purchases placed within a certain timeline to support the University needs.

Definition of Emergency:

OSAR 580-061-005 defines an emergency as an unexpected, serious situation that creates a significant risk of loss, damage, interruption of service, or threat to the public health or safety that requires prompt action to remedy the condition.

Administrative Rules Governing Emergency Procurements:

Personal or Professional Services and Goods and Services

OSAR 580-062-0025 (4) Emergency Procurement. The Institution President, Chancellor, or designee may declare an Emergency when such a declaration is deemed appropriate. The reasons for the declaration will be documented and will include justifications for the procedure used to select the Entity for a Contract within the scope of the Emergency declaration. After the Institution President, Chancellor, or designee has declared an Emergency, the Institution may negotiate a Contract with any qualified Entity for services included in the scope of the Emergency. The Institution will maintain appropriate records of negotiations carried out as part of the contracting process.

Capital Construction and Contracting

OSAR 580-063-0020 (4) Emergency Procurement. The Institution President, Chancellor, or designee may declare an Emergency when such a declaration is deemed appropriate. The reasons for the declaration will be documented and will include justifications for the procedure used to select the Contractor or Professional Consultant for a Contract or Public Improvement Contract within the scope of the Emergency declaration. After the Institution President, Chancellor, or designee has declared an Emergency, the Institution may negotiate a Contract or Public Improvement Contract with any qualified Entity or Professional Consultant for services included in the scope of the Emergency declaration. The Institution will maintain appropriate records of negotiations carried out as part of the contracting process.

Processes:

In the event of an emergency or disaster, there may be no access to the Financial Information System of Banner, making creation of Banner Purchase Orders impossible. PaCS advises purchasing by using the following mechanisms:

- Departments utilize their departmental procurement card where feasible
- Utilize Direct Pay vendors when applicable
- Maintain departmental Purchase Orders in hard-copy form and place orders using the hard copy Purchase Order and maintaining record of all purchases. PaCS has Purchase Order templates available on their website as well as OSU Standard Terms and Conditions for both goods and services. The template Purchase orders are available under “Forms” at <http://pacs.oregonstate.edu/> OSU’s Standard Terms and Conditions for Purchase Orders are available at <http://pacs.oregonstate.edu/other/termsandconditions.cfm>

Emergency Vendor List Maintenance:

To insure the effectiveness and validity of vendor list, PaCS will review and update list on an annual basis.

OSU Campus Providers

Campus Chemical Spill
541-737-2273

Campus Information
541-737-1000

Campus Police Emergency
541-737-7000

Campus Radiation Hazard
541-737-2227

Environmental Health &
Safety
541-737-2273

Facilities Services
541-737-2969
541-737-0951

Medical Emergency
911

OSU Motor Pool
3200 Campus Way
541-737-4141

Student Health Services
541-737-9355

Telecommunications
Kerr Admin Bldg. -B006
541-713-3440

Univ. Counsel & Psych.
Services
541-737-2131

Univ. Housing and Dining
102 Buxton Hall
541-737-4771

Corvallis, County, State Organizations

Benton County Emergency
541-766-6864

Corvallis Police
911
541-766-6924

County Motor Pool
360 SW Avery
Corvallis
503-655-8311

Samaritan Regional Hosp.
541-768-5111
Emergency Room
541-768-5021

State of Oregon
Emergency Response
Emergency Response
Radiological
Disease

971-673-1244
1-800-452-0311
971-673-0515
971-673-1111

National Organizations

American Red Cross
541-753-6628

FEMA
425-487-4604

OSU Emergency Equipment List – Stockroom Supplies – Fuel Depots

Equipment List: (Contact owning Department for Availability and Scheduling)

Equipment	Qty	Department	Equipment	Qty	Department
ATV w/Winch	1	Rangeland Ecology	Pick-ups	2	Animal Sciences
Backhoe, w/plate, 24" Buck.	1	Animal Sciences	Pick-ups	2	Crop & Soil Science
Boom Lift, 85ft	1	Facilities	Pick-ups	1	Facilities
Boom Lift, Trailer Mount.	1	Housing & Dining	Pick-ups	4	Forestry
Crane Hydraulic, 35 TN Cap.	1	Civil & Const. Engineering	Pick-ups	4	Horticulture
Crane, Gantry	1	Electrical Engineering	Pick-ups	5	Housing & Dining
Crane, w/cross Controls	2	COAS	Pick-ups	1	Memorial Union
Dump Truck	1	Housing & Dining	Pick-ups	106	Motor Pool
Dump Truck	2	Motor Pool	Pick-ups	1	Zoology
Dump Wagon	1	Animal Sciences	Pump, Truck Mounted	1	Forestry
Forklift	1	Civil & Const. Engineering	Scissor Lift	2	Athletics
Forklift	3	COAS	Scissor Lift	1	Facilities
Forklift	1	Electrical Engineering	Tractor w/loader	7	Animal Sciences
Forklift	1	Facilities	Tractor w/loader	1	Athletics
Forklift	2	Forestry	Tractor w/loader	1	Botany & Plant Pathology
Forklift	1	Housing & Dining	Tractor w/loader	1	Crop & Soil Science
Forklift	2	Mechanical Engineering	Tractor w/loader	2	Facilities
Forklift	1	Motor Pool	Tractor w/loader	1	Greenhouse Operations
Forklift	2	Printing and Mailing	Tractor w/loader	2	Horticulture
Forklift	2	Veterinary Medicine	Tractor w/loader	1	Veterinary Medicine
Forklift Gas & Electric	2	Business Services	Trencher	1	Facilities
Gator Utility Vehicles	5	Athletics	Trucks	5	Animal Sciences
Gen. Auto. & 250KW Dies.	2	Veterinary Medicine	Trucks	1	Botany & Plant Pathology
Generator Housed w/Batt.	1	Animal Sciences	Trucks	4	Crop & Soil Science
Generator, 45 KW	1	Fisheries & Wildlife	Trucks	1	EH&S
Generators, Diesel & Tow.	6	Facilities	Trucks	1	Facilities
Lift Man	1	Recreational Sports	Trucks	6	Forestry
Loader	1	Animal Sciences	Trucks	1	Horticulture
Loader	2	Crop & Soil Science	Trucks	3	Housing & Dining
Loader	1	Facilities	Trucks	34	Motor Pool
Minivan	1	Business Services	Trucks	1	Veterinary Medicine
Minivan	28	Motor Pool	Trucks	4	Zoology
Minivan	1	Zoology	Van	1	EH&S
			Van	26	Housing & Dining
			Van	88	Motor Pool
			Van	1	Zoology
			Van Club	1	Animal Sciences
			Winch	3	COAS

Supplies Stockrooms:

Chemistry – 153A Gilbert Hall 737-2081
 Facilities Services – 102A Adams Hall 737-2969
 Housing & Dining – 102 Buxton Hall 737-4771
 Printing & Mailing – 100 Cascade Hall 737-4941
 Student Health Center – Plageman Building 737-9355
 Veterinary Medicine – 737-2858, 737-4812

Fuel Depots:

Farm Services 550 Gallons, Diesel
 Dairy Barns 500 Gallons, Diesel
 Sheep Center 500 Gallons, Diesel
 Motor Pool 10,000 Gallons Gas
 Motor Pool Propane

Emergency Vendor List:

The index below represents a listing of those vendors that may provide services and products during a declared emergency. Vendors/Organizations listed in Bold Print represent Vendors that are presently under Contract with OSU or **On Campus entities** and should be the first line of defense.

Bottled Water

Culligan
610 SW Queen
Albany, OR 97321
928-9262

Crystal Springs
800-453-0296

Emerald Water Supply
37602 Upper Camp Creek Rd.
Springfield, OR 97478
(541) 747-5068

**Pepsi must be OSU's first
Contact at 541-753-0357**

**Earth₂0 - Pepsi
2636 NE Belvue
Corvallis, OR
758-1212**

Sierra Spring Water Co.
800 444-7873
Culligan
610 SW Queen

Brick/Mason Contractors

Brown Masonry
Eugene OR
461-7384

Pioneer Waterproofing
1800 S.E. Water Ave.
Portland, Or. 97214
503-232-9020

Western Waterproofing
4950 SE 26th Ave.
Portland, Or. 97202
503-239-7075

Ceilings

Hatfield Ceilings
90048 Prairie Rd.
Eugene, Or. 97402
541-689-0626

Clean up/Janitorial

**Mike Holden/General Mgr.
Aramark Higher Education
Oregon State University
541-737-2031**

Pacific Rug & Furniture
621 SW 11th St
Corvallis, OR 97333
754-1445

ServiceMaster
720 NE Granger, #A
Corvallis, OR 97330
757-0888

Computer Repair
Autumn Computer Systems
875 NW Grant Ave.
Corvallis, OR 97330
753-8813

Cascade Computer Maintenance
3240 Commercial SE
Salem, OR 97302
503 581-0081

Computer Store
140 C NW 3rd
Corvallis, OR 97330
754-0811
754-9368

**Dell Computers
800 274-7799**

Pacific Electronic Service
1239 9th Ave SE
Albany, OR 97322
928-4462

REH
561 NW Van Buren
Corvallis, OR 97330
752-4833

Concrete Contractors

Ace Concrete Construction
31297 Pirtle Dr. SW
Albany, Or. 97321
541-928-4372

Double Eagle Construction Co.
25492 SW Airport Road
Philomath, OR 97370
fax: 929-3901

Eugene Sand & Gravel
3000 Delta Hwy N.
Eugene, Or. 97440
541-683-5741

Knife River
32260 Old Hwy 34
Tangent, Or. 97389
541-928-6491

LHH Grading
PO Box H
Corvallis, Or. 97339
541-812-0304

Wildish Paving
3600 Wildish Lane
Eugene, Or. 97408
541-485-1700

Concrete Sawing
Brothers Concrete
1721 Fescue St. SE
Albany, Or. 97322
1-800-252-5091

Columbia Concrete Sawing
5462 SW Philomath Blvd
Corvallis, Or. 97333
541-758-6069

Debris Removal

Capitol Recycling & Disposal
1890 16th SE
Salem, OR 97302
(503) 363-8890

Corvallis Disposal
110 NE Walnut Blvd
Corvallis, OR
754-0444

Eugene Drop Box
PO Box 813
Eugene, OR 97440
(541) 689-6892

United Disposal Service
2215 N Front St
Woodburn, OR 97071
(503) 981-1278

Valley Landfill
29175 Coffin Butte Rd.
Corvallis, OR 97330
745-7144

Engineering

Balzhiser & Hubbard
100 W. 13th Ave., Eugene
541-686-8478

CSE Engineering (Structural)
460 SW Madison Ave., #1
Corvallis, OR 97333
752-9648

Dames & Moore
700 NE Multnomah Suite 1000
Portland
503-235-9044

Degen Kolb
707 SW Washington St.
Suite 600
Portland, Or. 97205
503-223-9932

Devco Engineering
245 NE Conifer
Corvallis, OR 97330
757-8991

ENDEX Engineering
233 NW 2nd St.
Corvallis, OR 97330
754-9517

Foundation Engineering Inc
820 NW Cornell Ave.
Corvallis, OR 97330
757-7645

K & D Engineering
276 NW Hickory St.
Albany, OR 97321
928-2583

KPFF
111 SW 5th Ave.
Portland, Or. 97204
503-227-3251

Excavating

Alton Sullivan Construction
875 Waverly Dr. NE
PO Box 2690
Albany, OR 97321
926-1092

E D Hughes Excavating
310 S 9th
Philomath, OR 97370
929-3417 Fax: 929-

Eugene Sand & Gravel
3000 Delta Hwy N.
Eugene, Or. 97440
541-683-5741

Knife River
32260 Old Hwy 34
Tangent, Or. 97389
541-928-6491

L&H Grading, Inc.
PO Box H
Corvallis, Or. 97339
541-812-0304

Mid Pacific Enterprises
33965 Hwy 99E
Tangent, Or. 97389
541-928-7731

Mid Valley Gravel-Excavation
Clemens Mill Road
Philomath, OR 97370
929-2200

Electrical

Cherry City Electric
1596 22nd St. SE
Salem, Or. 97302
503-566-5600

E.C. Company
PO Box 925
Albany, Or. 97321
541-926-4266

RG Smith
5480 SW Philomath Blvd.
Corvallis, Or. 97333
541-757-0880

Electric Companies

Consumers Power Inc
6990 SW West Hills
Philomath, OR 97370
929-3124

Pacific Power
Customer Service
888 221-7070
Locating underground cables
800 332-2344

Elevator

Kone Elevator
S. Milwaukee, Or. 97222
503-652-1011

NW Elevator

17700 SW Upper Boones Ferry
Portland, Or. 97224
503-597-2412

Reliant Elevator Company

814 SE 14th Ave.
Portland, Or., 97214
503-234-8335

Schindler Elevator

13122 NE David Circle
Suite 400
Portland, Or
503-286-9799

Thyssen Krupp Elevator

14626 NE Airport Way
Portland, Or.
503-286-9799

Emergency Agencies

American Red Cross
3855 NE Hwy. 20
Corvallis, OR 97330
753-6628
redcross.peak.org
800 433-9285

3388 Pacific Blvd SW

Albany, OR 97321
926-1543

FEMA

130 228th St. SW
Bothell, WA 98021-9796
425 487-4604
425 487-4622 (fax)

Equipment Rental

Albany Rental
2455 Ferry SW
Albany, OR 97322
928-1780

Corvallis Rental
405 Circle Blvd.
Corvallis, OR 97330
753-2214
1245 SE 3rd
Corvallis, OR 97333
753-2213

Fisher Implement Co.

Hwy. 99E & Hwy. 34
Tangent, OR 97389
541-926-1534

Hertz Equipment Rental

90675 Roberts Rd
Coburg, OR
(541) 431-1170

Sunbelt Rentals
34030 Excor Rd.
Albany, OR 97321
791-5168

U-Haul
1050 NW 5th
Corvallis, OR 97330
757-7655

United Rentals
931 NW Reiman
Corvallis, OR 97330
754-1231

Feed Dealers

Cherry tree Farm Supply
2606 Main Street
Philomath, OR 97370
929-3161

Denson Feed & Seed
530 SW 7th St
Corvallis, OR 97333
753-7715

Dallas Feed & Seed
1313 Main
Dallas, OR 97338
503 623-5912

Orton Farms
6765 Talmadge Rd.
Independence, OR 97351
503-838-1035

Fire & Water Damage

American Restoration Company
1780 23rd St. SE
Salem, OR 97302
503 581-5290

Mike Holden/General Mgr
Aramark Higher Education
Oregon State University
541-737-2031

Belfor USA Group
Springfield , Or.
800-262-9443
Fax: 541-747-1263

Restoration Contractors
565 Union St. NE, #B20
Salem, OR 97301
503 363-9655

ServiceMaster
720 NE Granger Ave., #A
Corvallis, OR 97330
757-0888

Food

McDonald Wholesale
 Bill Quinn
 1-877-722-5503

Sysco Food Services
 26250 SW Parkway Center Dr.
 Wilsonville, Or. 97070
 503-682-8700

Fuel (Can deliver w/o bridge)
OSU Motor Pool
737-4141

Carson Oil
 NW 3rd St.
 Newport, Or.
 541-265-6227
 Diesel 18K Gal., Unleaded 18K

County Motor Pool
 360 SW Avery
 Corvallis, Or.
 Diesel 10K Gal., Unleaded 6K
 503-655-8311

Oberson Oil
 PO Box 758
 Corvallis, Or. 97339
 Cell: 979-7575
 Diesel 60K Gal., Unleaded 20K
 Able to fill trucks with Power

Gas

Northwest Natural
 1970 14th Ave SE Albany
 926-4253
 Gas Odors Emergencies
 Gas Line Locating Services

General Contractor

Allen & Laporte
 PO Box 808
 Albany, Or. 97321
 541-928-8842

Andersen Construction
 6712 N. Cutter Circle
 Portland, Or. 97217
 503-283-4393

Brown Contracting
 PO Box 26439
 Eugene, Or. 97421
 541-338-9345
 Allen & Laporte

Greenberry
 2211 NW Professional Dr.

Corvallis, Or. 97330
 541-752-0381
 Suite B

PO Box 1082
 Corvallis, Or. 97338
 541-753-2012

Glass Repair

Mid-Valley Glass
 Eugene, Or. 541-687-9112

Smith Glass
 125 SW Hopkins Ave.
 Corvallis, OR 97333
 2630 W. 7th
smithcorvallis@proaxis.com

Smith Glass
 133 Lyon N, Albany

Hazardous Materials Cleanup

Atez
 Harrisburg, Or.
 541-995-6008

IRS Environmental
 777 SW Armco Ave.
 Hillsboro, Or. 97123
 503-693-6388

Lake Oswego Insulation
 0425 S.W. Iowa St.
 Portland, Or. 97239
 503-245-6460

Pacific Environmental Group

Eugene, Or. 97401
 503-223-4401

Rose City Contracting
 29791 SW Kinsman Rd.
 Wilsonville, Or. 97070
 503-685-9505

US Govern. Hazardous Mater. Help Lines
 Spills: 800-424-8802
 Information 800-424-4372

WL Thomas
 2710 Grand Prairie Rd. SE
 Albany, Or. 97322

Heating & Cooling

Beaver Plumbing & Heating
5260 NW Hwy. 99W
Corvallis, OR 97330
541-926-2560

Central Valley Heating & Sheetmetal
3664 SW 3rd Av.
Corvallis, Or. 97333
541-757-0058

Hammerquist
249 SW Avery Ave
Corvallis, OR 97333
754-9211

Hendrix Heating
4920 SW 3rd St.
Corvallis, OR 97333
753-6760

Middleton
610 SW Washington
Corvallis, OR 97333
758-3358

Mike's Heating & Air Conditioning
758-0156

Oregon Mechanical Contractors
757-2040

Rose City Contracting

Pace
1557 SE Crystal Lake Dr.
Corvallis, Or. 97333
541-753-4328
Corvallis

Medical Aid**OSU Student Health Center
737-9355**

Corvallis Clinic
3680 NW Samaritan Dr.
Corvallis, OR 97330
754-1275

Corvallis Family Medicine PC
2400 NW Kings Blvd.
Corvallis, OR 97330
757-2400

Good Samaritan Hospital
3600 NW Samaritan Dr.
Corvallis, OR 97330
768-5111

Philomath Family Medicine
1219 Applegate St.
Philomath, OR 97370
929-2922

Mold Abatement/Construction

Belfor USA Group, Inc.
Springfield Office, Oregon
800-262-9443

Plumbing

Beaver Plumbing
5260 NW Hwy. 99
Corvallis, OR 97330
753-7514

Gormley Plumbing
PO Box 117
McMinnville, Or. 97128
503-472-4101

Harter Plumbing
753-1385

Hammerquist
249 SW Avery Ave
Corvallis, OR 97333
754-9211

Judson's
939 NW Circle
Corvallis, OR 97330
752-3155

MPP Piping
PO Box 121
Scio, Or. 97374
503-394-3067

Oregon Mechanical Contractors
757-2040

Servco Plumbing
1200 E. Grant St.
Lebanon, OR 97365
(541) 451-5090

Portable Restrooms

Honey Bucket
Oregon
800-966-2371

United Site Services
1-800-252-1300

Roofing

Andersen Roofing
PO Box 10085
Portland, Or. 97296-0085
503-294-0202

Buckaroo Thermaseal
PO Box 20188
Portland, Or. 97294
503-254-5581

Umpqua Roofing
PO Box 22424
Eugene, Or. 97402
541-302-6850

Scaffolding

Thyssen Krupp Safway
3654 Kathryn Ave.
Springfield, Or. 97478
541-345-3005

Telecommunications

AT&T
800 222-0400

Benton Electric
34037 Excor Rd
Albany, OR 97321
967-1244

Electrical Construction
Albany, OR
926-4266

Qwest
800 244-1111

Towing

Bob's Towing
785 NW Cornell
Corvallis, OR 97330
757-7042
bobstowing@proaxix.com

B & R Towing
3065 SE 3rd
Corvallis, OR
757-0456

Charlie's Towing
PO Box 641
Corvallis, OR 97330
752-4111
928-4944

Wagener's Towing
260 Queen Av SE
Albany, OR 97322
926-7914 or 926-1233

**Transportation
OSU Motor Pool
541-737-4141**

Evergreen Trailways
4320 N Suttle Rd.
Portland, OR
503 285-9845

Hut Airport Shuttle
580 SW Twin Oaks Circle
Corvallis, OR 97333
541-753-4663

Laidlaw Transit
30373 Hwy. 34 SW
Albany, OR 97321
Corvallis, OR
791-5320

Roadrunner Taxi
766-8294

Water Analysis

Delta Environmental Services
36 Irving Road
Eugene, OR
800 364-4025

Pacific Analytical Laboratory
529 NW 5th St.
Corvallis, OR 97330
753-4946

Waterlab Corp
2603 12th St SE
Salem OR 97302
503 363-0473