



Declaration of Emergency (BDC 318)

Instructions:

The Declaration of Emergency (BDC 318) form must be filled-out by an authorized agency representative and emailed to: ogs.sm.D&Cemergencies@ogs.ny.gov
- If the emergency occurs after-hours (4:00pm - 7:00am), the form may be sent the following business day.
- If the form is emailed by the authorized agency representative's designee, copy the authorized agency representative in the designee's email to OGS.

Table with 6 columns and 2 rows. Header: FOR OGS USE ONLY. Row 1: E, empty, empty, empty, empty, empty.

Agency Name Agency Project Number Bondable? [] Yes [] No [] n/a

Facility Name

Project Title

Is this facility owned by New York State? [] Yes [] No* *If no, attach verification that the State of New York is Responsible for repair, reconstruction or maintenance
Has a previous study been performed? [] Yes* [] No *If yes, please provide Project Number

Description of Problem

Justification for Emergency Contract
Immediate corrective action is required (check all that apply):
Provide Full Explanation

Facility on-site representative to coordinate services with Design & Construction field staff:
Name Phone Number Email Address

Certification
This is to certify that the damage or malfunction was caused by an unanticipated and sudden occurrence that involves a pressing necessity for immediate repair, reconstruction or maintenance. Funds are available to correct the emergency situation and OGS is hereby designated as the agent to ameliorate the situation. (check box)
Authorized Agency Representative Name Authorized Agency Representative Title Date

SUBMIT