

- **Small Purchases: This is how we have always done it!!!**

- **Every thing you wanted to know about Small Purchases**
  - Limits
  - Competition Requirements
  - Protest Rights
  - Bonds
  - Special requirements

- **Limits for Small Purchases?**
  - \$100,000 or less
  - $X \leq \$10,000$
  - $\$10,000 < X \leq \$50,000$
  - $\$50,000 < X \leq \$100,000$



## Competition Requirements

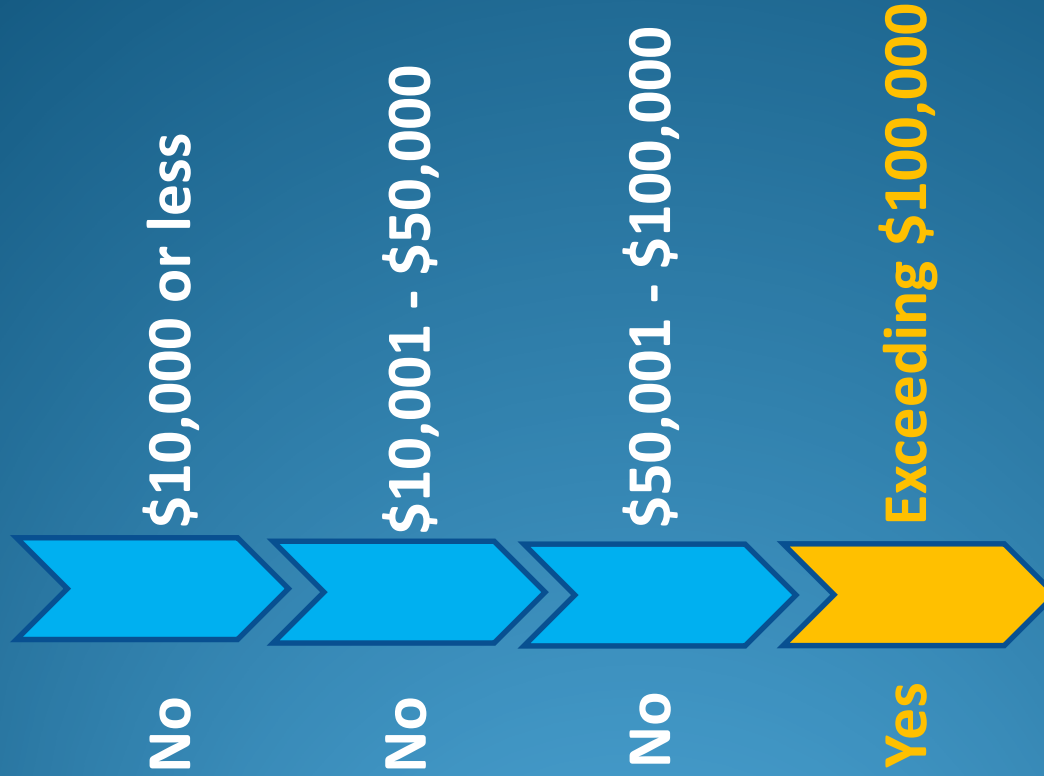
- At what dollar value do Protest Rights apply ?



# PROTEST RIGHTS

- At what dollar value do Bid Bonds apply ?

**Bid Bond**



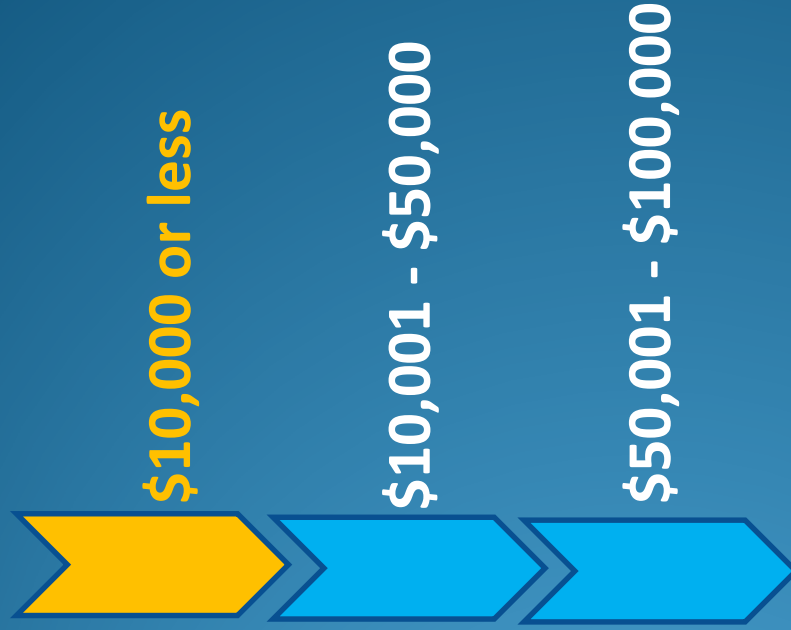
## Bid Bond

## Payment and Performance Bonds

- At what dollar value do Payment and Performance Bonds apply ?



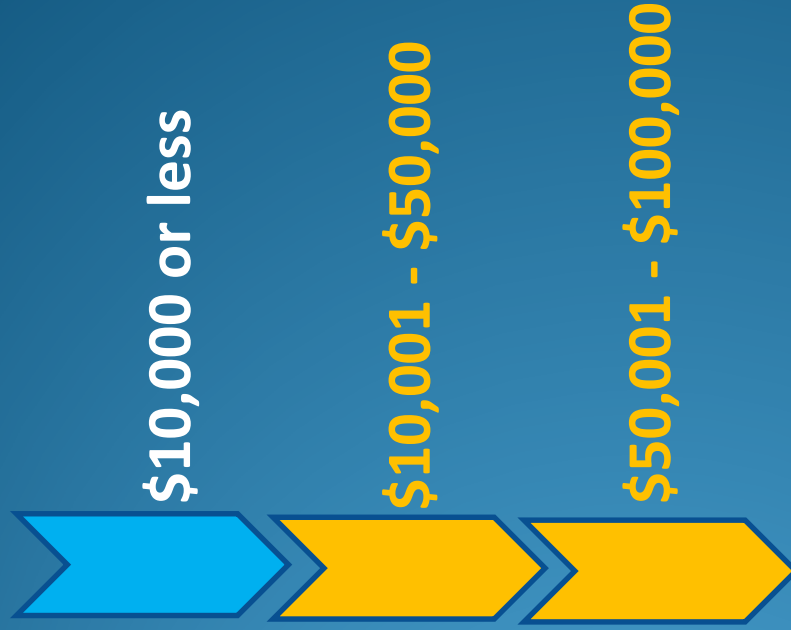
## Payment and Performance Bonds



**Purchases \$10,000  
or less**

- **Requirements for Purchases \$10,000 or less.**
  - No quotes required
  - Distribute purchases equitably
  - Verify reasonable price
  - Purchase Request Form From the Agency

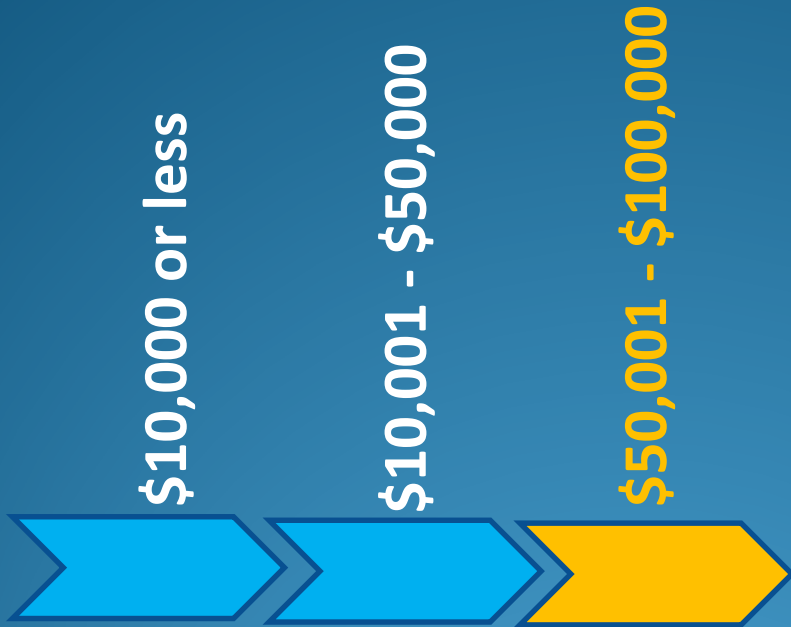
**Purchases \$10,000  
or less**



**Purchases \$10,000  
to \$100,000**

- **Requirements for Purchases \$10,000 to \$100,000.**
  - Minimum 3 bona fide quotes
  - SCBO advertisement
  - Award to lowest bidder
  - Procurement is to the advantage of the State

**Purchases \$10,000  
to \$100,000**



**Special Requirements  
Purchases \$50,000 to  
\$100,000**

- **\$50,000 to \$100,000.**

- Invitation for Minor Construction SE-311 whether soliciting 3 quotes or SCBO

**Special Requirements  
Purchases \$50,000 to  
\$100,000**

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**SE-311**  
**INVITATION FOR MINOR CONSTRUCTION QUOTES**  
*(For use on projects between \$50,000 and \$100,000.)*

AGENCY/OWNER: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_ CONSTRUCTION COST RANGE: \$ \_\_\_\_\_ to \$ \_\_\_\_\_  
PROJECT LOCATION: \_\_\_\_\_  
DESCRIPTION OF PROJECT: \_\_\_\_\_  
QUOTE DUE DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
AGENCY PROJECT COORDINATOR: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
DOCUMENTS MAY BE OBTAINED FROM: \_\_\_\_\_

DOCUMENT DEPOSIT AMOUNT: \$ \_\_\_\_\_ IS DEPOSIT REFUNDABLE Yes  No  N/A

**PERFORMANCE AND LABOR & MATERIAL PAYMENT BONDS:** The successful Contactor will be required to provide Performance and Labor and Material Payment Bonds, each in the amount of 100% of the Contract Price.

Contractors must obtain Documents/Plans from the above listed source(s) to be listed as an official plan holder. All written communications with official plan holders & Contractors submitting quotes will be via email or website posting.

**PUBLIC NOTICES:** All notices (Notice of Award) shall be posted at the following location: \_\_\_\_\_

**RIGHT TO PROTEST (SC Code § 11-35-4210)**

Any actual bidder, offeror, contractor or subcontractor who is aggrieved in connection with this solicitation or the intended award or award of a contract under this solicitation may protest to the State Engineer in accordance with Section 11-35-4210 at: CPO, Office of State Engineer, 1201 Main Street, Suite 600, Columbia, SC 29201. EMAIL: [protest-ose@mso.sc.gov](mailto:protest-ose@mso.sc.gov)

*All questions & correspondence concerning this Invitation shall be addressed to the A/E.*

A/E NAME: \_\_\_\_\_

A/E CONTACT: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

PRE-QUOTE CONFERENCE: Yes  No  DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PRE-QUOTE CONFERENCE LOCATION: \_\_\_\_\_

**QUOTE DELIVERY ADDRESSES:**

HAND-DELIVERY:

Attn: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MAIL SERVICE:

Attn: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*(OSE Project Manager)*

**Special Requirements**  
**Purchases \$50,000 to**  
**\$100,000**

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**DO NOT INCLUDE THIS PAGE IN THE PROJECT DOCUMENTS**

**SE-311  
INVITATION FOR MINOR CONSTRUCTION QUOTES  
(For use on projects between \$50,000 and \$100,000)**

**ENTIRE FORM MUST BE COMPLETED PRIOR TO ADVERTISING PROJECT FOR QUOTES**

PROJECT NAME: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

<b>1. BUDGET</b>		<b>2. PROJECT DATA</b>	New	Renovated
Total Approved Project Funding:	\$ _____	Gross Square Footage:	_____	_____
Construction Budget for this Contract:	\$ _____	Estimated Bldg. Cost:	_____	_____
Final Estimate of Construction Cost:	\$ _____	Estimated Site Cost:	_____	_____

*(The Final Estimate of Construction Cost cannot be greater than the Agency's Construction Budget for this Project)*

**3. SUBMITTAL TO LOCAL AUTHORITIES** (See Chapter 5 of the Manual)  
Construction Documents Have Been Submitted to Local Authorities: Yes  No   
If No, Explain: \_\_\_\_\_  
Names and Contact Info for Local Authorities: (Provide phone and e-mail if available): \_\_\_\_\_

**4. FLOOD HAZARD** (Provide ALL of the following information for ALL projects, even if not in a flood hazard zone)  
Flood Map Information: Flood Zone: \_\_\_\_\_ (A Floodplain Permit is required for A and V Zones)  
Community Number: \_\_\_\_\_ Panel Number: \_\_\_\_\_  
Is the Project Site in a 100-Year Flood Plain? Yes  No

**5. STATUS OF PERMITS AND APPROVALS REQUIRED PRIOR TO QUOTE ADVERTISEMENT**  
(Copies of all Permits and Approvals MUST be attached prior to advertisement)  
**FLOODPLAIN** (OSE approval required, not subject to certification): \_\_\_\_\_  
**DHEC** (List Individual Permits and/or Approvals): \_\_\_\_\_  
Status of Each Permit/Approval: \_\_\_\_\_  
**SCDOT**: \_\_\_\_\_  
Status of Each Permit/Approval: \_\_\_\_\_  
**ZONING** (Include Name of Local Authority): \_\_\_\_\_  
Status of Permit/Approval: \_\_\_\_\_  
**OTHER** (List Separately): \_\_\_\_\_  
Status of Each Permit/Approval: \_\_\_\_\_

**6. EROSION AND SEDIMENT CONTROL**  
All Land Disturbing Activity associated with this project shall be performed pursuant to the Contract Documents.

**AGENCY CERTIFICATION:**  
I hereby certify that all of the information on this SE-311 is true and accurate and that the Agency has authorized, unencumbered funds available for obligation to a contract for the project to be advertised.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature of Agency Project Coordinator)

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**INSTRUCTIONS TO THE AGENCY WITH BASIC AUTHORITY OF \$50,000:**

1. Submit a copy of Page 1 of the completed SE-311 to the OSE Project Manager in MS Word format.
2. Submit a copy of Page 2 of the completed SE-311 signed and dated by the Agency.
3. Attach a copy of all permits and approvals listed in Section 5 of Page 2.
4. OSE Project Manager will review and send approved copy of Page 1 to SCBO and the Agency.
5. The signed copy of Page 1 MUST be included in the Project Documents.

**INSTRUCTIONS TO THE AGENCY WITH CERTIFICATION OF \$100,000 OR GREATER:**

1. Send Page 1 of the completed SE-311 to contractors as the written request for quotes.
2. If advertising in SCBO, a pdf of Page 1 must be uploaded when creating the advertisement online.
3. Include Page 2 of the completed SE-311 in the project file with a copy of all permits and approvals listed in Section 5 above.

**Special Requirements  
Purchases \$50,000 to  
\$100,000**



- **\$50,000 to \$100,000.**
  - Create project documents using the table of contents for small purchases.

**Special Requirements  
Purchases \$50,000 to  
\$100,000**

## TABLE OF CONTENTS – MINOR CONSTRUCTION

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PROJECT NUMBER: \_\_\_\_\_

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## TECHNICAL SPECIFICATIONS

**Special Requirements  
Purchases \$50,000 to  
\$100,000**

- **\$50,000 to \$100,000.**
  - Include SE-331 Quote form.

**Special Requirements  
Purchases \$50,000 to  
\$100,000**

# Special Requirements Purchases \$50,000 to \$100,000

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## SE-331 QUOTE FORM

*Quotes shall be submitted only on SE-331.*

QUOTE SUBMITTED BY: \_\_\_\_\_  
(Offeror's Name)

QUOTE SUBMITTED TO: \_\_\_\_\_  
(Owner's Name)

FOR: PROJECT NAME: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_

### OFFER

1. In response to the Invitation for Minor Construction Quotes for the above-named Project, the undersigned **OFFEROR** proposes and agrees, if this Quote is accepted, to enter into a Contract with the Owner in the form included in the Solicitation Documents, and to perform all Work as specified or indicated in the Solicitation Documents, for the prices and within the time frames indicated in the Solicitation and in accordance with the other terms and conditions stated.

2. **OFFEROR** acknowledges the receipt of the following Addenda to the Solicitation documents and has incorporated the effects of said Addenda into its Quote (*Bidder, check only boxes that apply.*):

ADDENDA:     #1     #2     #3     #4     #5

3. **OFFEROR** agrees that this Quote, including all alternates, if any, may not be revoked or withdrawn after the opening of quotes, and shall remain open for acceptance for a period of **60** Days following the Quote Date, or for such longer period of time that **OFFEROR** may agree to in writing upon request of the Owner.

4. **OFFEROR** agrees that the Date of Commencement of the Work shall be established in a Notice to Proceed to be issued by the Owner. Offeror agrees to substantially complete the Work within \_\_\_\_\_ Calendar Days from the Date of Commencement, subject to adjustments as provided in the Contract Documents.

5. **OFFEROR** agrees that from the compensation to be paid, the Owner shall retain as Liquidated Damages the amount of \$ \_\_\_\_\_ for each calendar day the actual construction time required to achieve Substantial Completion exceeds the specified or adjusted Contract Time for Substantial Completion, as provided in the Contract Documents.

6. **OFFEROR** herewith submits its offer to provide all labor, materials, equipment, tools of trades and labor, accessories, appliances, warranties and guarantees, and to pay all royalties, fee, permits, licenses and applicable taxes necessary to complete the following items of construction work:

6.1 BASE QUOTE \$ \_\_\_\_\_  
(enter BASE QUOTE in figures only)

6.1.1 ALTERNATE NO. 1 \$ \_\_\_\_\_ to be ADDED / DEDUCTED from BASE QUOTE.  
(circle one)

6.1.2 ALTERNATE NO. 2 \$ \_\_\_\_\_ to be ADDED / DEDUCTED from BASE QUOTE.  
(circle one)

SC Contractor's License Number: \_\_\_\_\_

Classification(s) & Limits: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

This Quote is hereby submitted on behalf of the Offeror named above.

BY: \_\_\_\_\_  
(Signature of Offeror's Representative)

\_\_\_\_\_  
(Print or Type Name of Offeror's Representative)

TITLE: \_\_\_\_\_

- **\$50,000 to \$100,000.**
  - File Notice of Award SE-375.
  - Can start work immediately even though the time to protest the award has not passed.

Special Requirements  
Purchases \$50,000 to  
\$100,000

# SMALL PURCHASES

# CHAPTER 8

2019 Edition

SE-375

## NOTICE OF AWARD *(Contracts between \$50,000 and \$100,000)*

AGENCY: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

POSTING DATE: \_\_\_\_\_

### TO ALL OFFERORS:

The Agency has entered into a contract as noted below. The successful quote has been accepted and the contract formed by execution of the contract documents.

NAME OF OFFEROR: \_\_\_\_\_

DATE QUOTES WERE OPENED: \_\_\_\_\_

### QUOTE INFORMATION:

BASE QUOTE AMOUNT: \$ \_\_\_\_\_

ALTERNATES: #1 ACCEPTED  \$ \_\_\_\_\_

#2 ACCEPTED  \$ \_\_\_\_\_

#3 ACCEPTED  \$ \_\_\_\_\_

TOTAL AWARD (BASE QUOTE AND ACCEPTED ALTERNATE(S)): \$ \_\_\_\_\_

REMARKS *(explain any negotiations that resulted in a change in any Quote amounts):* \_\_\_\_\_

Contractor should not perform any work prior to (1) delivering to the Agency both certificates of insurance and Performance and Payment Bonds meeting the requirements of the solicitation; and (2) receipt of the Agency's written Notice to Proceed. The State assumes no liability for any expenses incurred by the Contractor prior to issuance of a Notice to Proceed, other than the Contractor's non-reimbursable costs incurred in providing such bonds.

### RIGHT TO PROTEST (SC Code § 11-35-4210)

Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of this contract may be entitled to protest. To protest an award, you must (i) submit notice of your intent to protest within seven (7) business days of the date the award notice is posted, and (ii) submit your actual protest within fifteen days of the date the award notice is posted. Days are calculated as provided in Section 11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided.

PROTEST - CPO ADDRESS - OSE: Any protest must be addressed to the Chief Procurement Officer for Construction, Office of State Engineer, and submitted in writing (a) by email to: [protest-ose@mmo.sc.gov](mailto:protest-ose@mmo.sc.gov), or (b) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201. By submitting a protest to the foregoing email address, you (and any person acting on your behalf) consent to receive communications regarding your protest (and any related protests) at the e-mail address from which you sent your protest.

### AGENCY APPROVAL:

\_\_\_\_\_  
*(Agency Procurement Officer Signature)*

\_\_\_\_\_  
*(Print or Type Name)*

OSE APPROVAL REQUIRED: YES  NO

\_\_\_\_\_  
*(OSE Project Manager)* DATE: \_\_\_\_\_

Special Requirements  
Purchases \$50,000 to  
\$100,000

- **\$50,000 to \$100,000.**
  - Sign the Minor Construction Contract SE-377.

**Special Requirements  
Purchases \$50,000 to  
\$100,000**

2019 Edition

**SE-377  
MINOR CONSTRUCTION CONTRACT**

AGENCY: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_

THIS AGREEMENT is made this the \_\_\_\_ day of \_\_\_\_ in the year Two Thousand \_\_\_\_ by and between

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

hereinafter called the "Agency", and

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

hereinafter called the "Contractor."

WHEREAS, the Agency solicited for construction services, for the work description below:

**WORK DESCRIPTION:** \_\_\_\_\_

WHEREAS, Contractor submitted the lowest responsive and responsible bid to provide the services described above.

NOWHEREFORE, in consideration of the mutual covenants and obligations set forth herein, the Agency and Contractor (hereinafter jointly referred to as the "parties") agree as follows:

**1. CONTRACT TERMS AND EXTENSIONS:**

- 1.1 The effective date of this agreement shall be the date at the top of this page. The Date of Commencement of the Work shall be \_\_\_\_, 20\_\_\_. The Contract Time is established as \_\_\_\_ calendar days and shall be measured from the Date of Commencement.
- 1.2 The Contractor agrees that the Agency shall be entitled to withhold or recover from the Contractor Liquidated Damages in the amount of \_\_\_\_ for each Calendar Day the Contractor fails to achieve Substantial Completion of the Work within the Contract Time specified or adjusted as provided in the Contract Documents.
- 1.3 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be \_\_\_\_, subject to additions and deductions as provided in the Contract documents.
- 1.4 The Construction project is subject to the expenditure limits set forth in SC Code § 11-35-1550 and further explained in the Manual for Planning and Execution of State Permanent Improvements, (the "Manual"). The cost for the original scope of the Contract combined with any modification to the Contract purporting to exceed the limit of \$100,000 is null and void.

**2. CONTRACT DOCUMENTS:**

- 2.1 Documents forming a part of the contract are:
  - a. This Minor Construction Contract (SE-377);
  - b. Agency purchase requisition form dated \_\_\_\_; and any modifications issued by the Agency pursuant to this Contract,
  - c. The following other documents:  
Project Drawings & Specifications dated \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.2 The Contract is the entire and integrated agreement between the parties and supersedes prior negotiations, representations, or agreements, whether written or oral.

Special Requirements  
Purchases \$50,000 to  
\$100,000

Special Requirements  
Purchases \$50,000 to  
\$100,000

- **\$50,000 to \$100,000.**
  - Projects exceeding Agency's Basic Authorization of \$50,000.
  - Agency must submit SE-Forms and project documents thru OSE office.
  - The Agency can still request solicitation for 3 bona fide quotes or advertisement in SCBO.

## Small Purchases Greater than \$90,000

- **Anticipated purchase price of greater than \$90,000.**
  - Lowest quote greater than \$100,000, cancel the solicitation and rebid using a different method.

## ■ Questions?

Are you confused