Small Purchases: This is how we have always done it!!!
TURN ON CELL PHONES
- TEXT TO: 22333
- TEXT MESSAGE: CLINTBURDETY902
Who will win the South Carolina vs Clemson Football game?

A. South Carolina

B. Clemson
SMALL PURCHASES

CHAPTER 8

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
- $10,000 \leq X \leq $10,000
- $10,000 < X \leq $50,000
- $50,000 < X \leq $100,000
SMALL PURCHASES

CHAPTER 8

Competition Requirements

- $10,000 or less: No Quotes
- $10,001 - $50,000: 3 bona fide Quotes or SCBO
- $50,001 - $100,000: 3 bona fide Quotes or SCBO

SFAA
State Fiscal Accountability Authority
At what dollar value do Protest Rights apply?
Protest Rights would apply to which small purchase?

A. $8,000
B. $37,000
C. $50,000
D. $73,000
SMALL PURCHASES

CHAPTER 8

$10,000 or less
$10,001 - $50,000
$50,001 - $100,000

No
No
Yes
How many days do you have to submit your notice to protest after the date of award?

A. 7 business days
B. 10 days
C. 5 business days
D. 7 days
At what dollar value do Bid Bonds apply?
At what dollar value do Bid Bonds apply?

A. Exceeding $50,000

B. Exceeding $100,000
SMALL PURCHASES

CHAPTER 8

$10,000 or less
$10,001 - $50,000
$50,001 - $100,000
Exceeding $100,000

No
No
No
Yes

Bid Bond
At what dollar value do Payment and Performance Bonds apply?
At what dollar value do Payment and Performance Bonds Apply?

A. Exceeding $50,000?

B. Exceeding $100,000
Chapter 8: Small Purchases

- $10,000 or less: No
- $10,001 - $50,000: No
- $50,001 - $100,000: Yes

Payment and Performance Bonds
SMALL PURCHASES

CHAPTER 8

$10,000 or less

$10,001 - $50,000

$50,001 - $100,000

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
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
7th inning stretch Trivia question
What is Phil Gerald's dog's name?

A. Molson  
B. Charlie  
C. Cash  
D. Jack
SMALL PURCHASES

CHAPTER 8

$10,000 or less

$10,001 - $50,000

$50,001 - $100,000

Special Requirements

Purchases $50,000 to $100,000

10/28/2019

State Fiscal Accountability Authority
$50,000 to $100,000.

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

CHAPTER 8

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 Contractor 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-cpo@jmmo.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: MAIL SERVICE:
Attn:
Attn:

APPROVED BY: (GSE Project Manager) DATE: ____________

10/28/2019

SFAAA
State Fiscal Accountability Authority
SMALL PURCHASES

CHAPTER 8

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: 

1. BUDGET

   Total Approved Project Funding: $ 
   Construction Budget for this Contract: $ 
   Final Estimate of Construction Cost: $ 

2. PROJECT DATA

   New
   Renovated
   Gross Square Footage: 
   Estimated Bldg. Cost: 
   Estimated Site Cost: 

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

3. SUBMITAL TO LOCAL AUTHORITIES

   Construction Documents Have Been Submitted to Local Authorities: Yes □ No □
   Names and Contact Info for Local Authorities: (Provide phone and e-mail if available): 
   If No, Explain: 

4. FLOOD HAZARD

   Flood Zone: 
   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

   Status of Each Permit/Approval: 

   DHEC (Use Individual Forms and or Approvals): 
   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: 
(Signature of Agency Project Coordinator) 
DATE: 

PRINT NAME: 
TITLE: 

INSTRUCTION TO THE AGENCY WITH BASIC AUTHORITY OF $50,000:

1. Submit a copy of Page 1 of the completed SE-311 to the CSS 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 permit/approval listed in Section 3 of Page 2.
4. CSS Project Manager will review and send approved copy of Page 1 to SCIO and the Agency.
5. The signed copy of Page 1 MUST be included in the Project Documents.

INSTRUCTION TO THE AGENCY WITH CERTIFICATION OF $500,000 OR GREATER:

1. Submit Page 1 of the completed SE-311 to the selection agency for quotes.
2. If advertising in SCIO, a copy of Page 1 must be placed when creating the advertisement.
3. Submit Page 2 of the completed SE-311 to the project file with a copy of all permits and approvals listed in Section 3 above.
True or False: You can proceed with the SE-375 if you file the SE-311 in SCBO for advertisement and you only receive 1 quote and it is responsive and responsible?

A. True
B. False
To keep things consistent, do we want to include the SE-311 on all small Purchases?
Do we want to include the SE-311 on all small purchases?

A. Yes

B. No
- $50,000 to $100,000.
  - Create project documents using the table of contents for small purchases.
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**TECHNICAL SPECIFICATIONS**
$50,000 to $100,000.

- Include SE-331 Quote form.
SMALL PURCHASES

CHAPTER 8

Special Requirements $50,000 to $100,000

SE-331 QUOTE FORM
Quotes shall be submitted only on SE-331.

QUOTE SUBMITTED BY: 
(Officer’s Name)

QUOTE SUBMITTED TO: 
(Owner’s Name)

FOR: PROJECT NAME: ______________________
PROJECT NUMBER: ______________________

OFFER
1. In response to the Invitation for Minor Construction Quotations for the above-named Project, the undersigned OFFEROR proposes and agrees, if this Quotation 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 Quotation (check only those that apply):
   - Addenda: #[ ] #1 [ ] #2 [ ] #3 [ ] #4 [ ] #5

3. OFFEROR agrees that this Quotation, 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 Quotation 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, the Owner 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 if 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 trade and labor, accessories, appliances, warranties and guarantees, and to pay all royalties, fees, 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 Quotation is hereby submitted on behalf of the Officer named above.

BY: (Signature of Officer’s Representative)

(Print or Type Name of Officer’s Representative)

TITLE: __________________________

10/28/2019
$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.
SMALL PURCHASES

CHAPTER 8

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(14). 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 - C/O ADDRESS - OSE: Any protest must be addressed to the Chief Procurement Officer for Construction, Office of State Engineer, and submitted in writing (i) by email to protest.ose@sc.gov, or (b) by post or delivery to 1201 Main Street, State 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:____________

SE-375
NOTICE OF AWARD  (Contracts between $50,000 and $100,000)

INSTRUCTIONS TO THE AGENCY FOR PROJECTS WITHIN CERTIFICATION:
1. Post a copy of the SE-375 (page 1 only) at the location specified in the SE-311, Invitation for Minor Construction Quotations.
2. Send the SE-375 and the final Quote Tabulation electronically to all Offerors and OSE the same day it is posted.

INSTRUCTIONS TO THE AGENCY FOR PROJECTS ABOVE CERTIFICATION:
1. Send the SE-375 and a copy of all quotes to OSE for review and approval.
2. Post a copy of the SE-375 (page 1 only), signed by the Agency and OSE, at the location specified in the SE-311, Invitation for Minor Construction Quotations.
3. Send the SE-375 and the final Quote Tabulation electronically to all Offerors the same day it is posted.
$50,000 to $100,000.

- Sign the Minor Construction Contract SE-377.
SMALL PURCHASES

CHAPTER 8

Special Requirements

Purchases $50,000 to $100,000

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.

NOW, THEREFORE, 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 will 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 pursuant 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.
$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.
Anticipated purchase price of greater than $90,000.

- Lowest quote greater than $100,000, cancel the solicitation and rebid using a different method.
Are small purchases utilized by your agency?

A. Yes
B. No
Questions?