**2016 Edition**

**SE-360**

**REQUEST FOR CONCURRENCE IN POSTING NOTICE OF INTENT TO AWARD**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

The above named Agency hereby requests approval from the Office of State Engineer (OSE) to post a Notice of Intent to Award a contract to the Contractor named and for the amount stated below. If the Agency does not receive written objection from OSE within 5 business days after OSE’s receipt of this Request and the documentation required below, the Agency may post the attached Notice of Intent to Award at the location stated in the Instructions to Bidders.

**INTENDED AWARDEE *(Contractor)*:**

**AWARD AMOUNT: $**

**DATE BIDS WERE OPENED:**

**AGENCY CERTIFICATION AND REQUEST**

I hereby certify that the Agency has conducted this solicitation in accordance with the requirements of the SC Consolidated Procurement Code and the *Manual for Planning and Execution of State Permanent Improvements, Part II* and that the proposed expenditure is within the authorized scope and budget for this Project. I further certify that the Agency has authorized, unencumbered funds available for obligation to this contract. I hereby request the approval of the Office of State Engineer to post a Notice of Intent to Award a contract for construction services in support of the above-named Project.

**AGENCY SIGNATURE**: **DATE:**

**PRINT NAME:**

**TITLE:**

**APPROVED**

**OSE PROJECT MANAGER:**

**DATE:**

**NOT APPROVED**

**OSE PROJECT MANAGER:**

**DATE:**

**REASONS FOR DISAPPROVAL OF REQUEST:**

**SUBMIT THE FOLLOWING DOCUMENTS TO OSE:**

1. SE-360.
2. Copy of the lowest responsive and responsible Bidder’s Bid Form, including Bid Security with Power of Attorney.
3. If any other bidder submitted a lower bid, but was determined to be non-responsive or non-responsible, a copy of:
   1. That bidder’s Bid Form, and
   2. A statement setting forth the basis for disqualifying that bidder.
4. Copy of Bid Tabulation.
5. Copy of proposed SE-370, Notice of Intent to Award.
6. Contractor licenses, if applicable, for the lowest responsive and responsible bidder and his listed subcontractors (*may be obtained from LLR’s website at* [*https://verify.llronline.com/LicLookup/LookupMain.aspx*](https://verify.llronline.com/LicLookup/LookupMain.aspx)*. Select the category “Contractors – Commercial” or, if applicable, “Burglar Alarm, Fire Alarm & Fire Sprinkler”, and follow the instructions.)*

##### Copy of the Contract to be executed by the parties.

1. Copy of the project A/E’s latest cost estimate for the work, if different from the estimate on Page 2 of the SE-310.
2. Copy of the SE-955, Inspection/Materials Testing Order, unless following procedure outlined in Part 6.21.5 of the *Manual for Planning and Execution of State Permanent Improvement Projects, Part II.*
3. Copy of the proposed SE-580, Building/Construction Permit.