

# REGULATIONS

for

## THE SCHOOL DISTRICT OF GREENVILLE COUNTY PROCUREMENT CODE

### TABLE OF CONTENTS

	Page
<b>1. PROCUREMENT REGULATIONS</b>	
A. Application	1
B. Organizational Authority	
1. Superintendent	1
2. Purchasing Agent	1
3. Coordinator of School Facilities Planning and Coordinator of Operations and Maintenance	2
C. Types of Procurement	
1. Small Purchases	2
2. Competitive Sealed Bidding	2
3. Competitive Sealed Proposals	2
4. Sole Source Procurements	3
5. Emergency Procurements	3
6. Fixed Price Bidding	3
7. Competitive Best Value Bidding	3
8. Competitive On-line Bidding	3
9. Procurement at Auction	3
<b>2. EXEMPTIONS</b>	4
<b>3. DELEGATION OF AUTHORITY</b>	
A. Unauthorized Procurements	5
1. Corrective Action and Liability	5
<b>4. AUTHORITY TO CONTRACT FOR SERVICES</b>	
A. Consultant Services	6
B. Employee Services	6
C. Auditing Services	6
	Page

D. Legal Services	7
E. Certain Professional Services	7
<b>5. COMPETITIVE SEALED BIDDING</b>	<b>8</b>
<b>6. BIDDERS LISTS</b>	
A. \$1,500.01 to \$5,000	9
B. \$5,000.01 to \$10,000	9
C. \$10,000.01 to \$25,000	9
D. Over \$25,000	9
<b>7. RECEIPT AND SAFEGUARDING OF BIDS</b>	
A. Procedures Prior to Bid Opening	11
B. Unidentified Bids	11
<b>8. BID OPENING</b>	
A. Procedures	12
B. Postponement of Bid Opening	12
C. Disclosure of Bid Information	12
<b>9. BID ACCEPTANCE AND BID EVALUATION</b>	<b>13</b>
<b>10. TELEGRAPHIC BIDS</b>	<b>14</b>
<b>11. REJECTION OF BIDS</b>	
A. Application	15
B. Cancellation of Bids Prior to Award	15
C. Extension of Bid Acceptance Period	16
<b>12. REJECTION OF INDIVIDUAL BIDS</b>	
A. General Application	17
B. Alternate Bids	17
C. Non-responsive Bids	17
D. Modification of Requirements by Bidder	17
E. Price Unreasonableness	18
F. Bid Security Requirement	18
G. Unsigned Bids	18
H. Exceptions to Rejection Procedures	18

Page

<b>13. ALL OR NONE QUALIFICATIONS</b>	19
<b>14. MINOR INFORMALITIES AND IRREGULARITIES IN BIDS</b>	20
<b>15. CORRECTION OR WITHDRAWAL OF BIDS; CANCELLATION OF AWARDS</b>	
A. General Procedures	22
B. Correction Creates Low Bid	22
<b>16. AWARD</b>	
A. Application	23
B. Time of Award	23
C. Notice of Award	23
<b>17. COMPETITIVE SEALED PROPOSALS</b>	
A. Request for Proposals	24
B. Receipt and Safeguarding of Proposals	24
C. Receipt of Proposals	24
D. Evaluation of Proposals	24
E. Other Applicable Provisions	25
<b>18. SMALL PURCHASES AND OTHER SIMPLIFIED PURCHASING PROCEDURES</b>	
A. Authority	26
B. Competition and Price Reasonableness	26
1. Not in Excess of \$1,500.	26
2. \$1,500.01 to \$5,000	27
3. \$5,000.01 to \$10,000	27
4. \$10,000.01 to \$25,000	27
5. In Excess of \$25,000	27
C. Establishment of Blanket Purchase Agreements	27-29
D. Competition Under Blanket Purchase Agreements	29
	Page
E. Calls Against Blanket Purchase Agreements	30

F. Receipt and Acceptance of Supplies or Services	30
G. Review Procedures	30
H. Printing Services	30
<b>19. SOLE SOURCE PROCUREMENTS</b>	
A. Application	31
B. Examples of Sole Source Items	31
<b>20. EMERGENCY PROCUREMENTS</b>	
A. Application	32
B. Definition	32
C. Limitations	32
D. Conditions	32
E. Selection of Methods of Procurement	33
F. General Procedures	33
G. Written Determination	33
<b>21. INFORMATION TECHNOLOGY PROCUREMENT</b>	
A. Authority and Purpose	34
B. Organization	34
<b>22. LEASE AND/OR RENTAL OF OFFICE SPACE AND     OTHER REAL PROPERTY</b>	
A. Lease of Non-District-Owned Real Property	35
<b>23. RESPONSIBILITY OF BIDDERS AND OFFERORS</b>	
A. District Standards of Responsibility	36
B. Duty of Contractor to Supply Information	36
C. Demonstration of Responsibility	36
D. Justification for Contract Award	37
E. Written Determination of Non-responsibility	37
	Page
<b>24. PREQUALIFICATION OF SUPPLIES AND SUPPLIERS</b>	

A. Qualified Products Lists	38
B. Pre-qualifications	38
<b>25. CONDITIONS FOR USE OF MULTI-TERM CONTRACTS</b>	
A. General	39
B. Objective	39
C. Applicability	40
D. Conditions for Use	40
E. Solicitation	41
F. Award	41
<b>26. SPECIFICATIONS</b>	
A. Definitions	42
B. Issuance of Specifications	43
C. Preference for Commercially Available Products	43
<b>27. SALE, LEASE, TRANSFER, AND DISPOSAL     OF SURPLUS PROPERTY</b>	
A. Authority	44
B. Disposition of Surplus Supplies	44
C. Competitive Sealed Bidding	44
D. Auctions	45
E. Trade-in Sales	45
F. Leases, Lease/Payment, Installment Purchase, and Rental of Property	45
G. Transfer of Excess Supplies Between Schools and Departments	46
<b>28. INTERGOVERNMENTAL RELATIONS</b>	
A. Selective Mandatory Opting	47
	Page
<b>29. ASSISTANCE TO MINORITY BUSINESS</b>	
A. Definitions	48

B. Certification as a Minority Firm	49
C. Income Tax Credit	49
D. Negotiation with Certified South Carolina Based Minority Firms	49
E. Minority Business Enterprise (MBE) Utilization Plan	50
F. Progress Payments	52
G. Letter of Credit/Letter of Contract Award	53
<b>30. PLANNING AND CONSTRUCTING SCHOOL FACILITIES</b>	
A. Authority and Approval	54
B. Professional Services	55
C. Sole Source Procurement	58
D. Emergency Procurement	58
E. Change Orders	58
F. Maximum Amount of Retention to be Withheld	59
G. Demolition, Moving, or Sale of Buildings	59
H. Real Property Acquisition and Disposal	60
<b>31. PAYMENT FOR GOODS AND SERVICES</b>	63
<b>32. INDEFINITE DELIVERY CONTRACTS</b>	
A. General Applicability	64
B. Grant or Other Funded Research Projects	64
C. Small Indefinite Delivery Contracts	65