

# **DIVISION 00 – Procurement Requirements**

## **Contents**

00 20 00 Instructions for Procurement.....	2
South Carolina Procurement Code Compliance.....	2
South Carolina Joint Bond Review Committee Compliance.....	2
South Carolina Commission on Higher Education Compliance .....	2
Procurement of Professional Services .....	2
00 31 00 Project Management and Coordination .....	3
00 31 19 Existing Condition Information .....	3
00 62 00 Certificates and Other Forms.....	3
00 62 39 Minority Business Enterprise Certification Form .....	3



# 00 20 00 Instructions for Procurement

## South Carolina Procurement Code Compliance

All University advertisements, solicitations, invitations, and purchases of and for procurement of goods and services are to be made pursuant to South Carolina Code of Laws Title 11, Chapter 35, also known as the [South Carolina Consolidated Procurement Code](#). This code establishes the following regulatory agency and policy applicable to University procurements:

- Purchasing methodologies based on procurement value. This can be found in University Procurement Policies and Procedures under [Dollar Limitations](#).
- Authority of the [South Carolina Office of the State Engineer](#). (OSE)
- Compliance with [South Carolina Manual for Planning and Execution of State Permanent Improvements](#) (OSE Manual)

## South Carolina Joint Bond Review Committee Compliance

Clemson University is a state funded institution of higher education and as such is required to adhere to Title 2, Chapter 47 of South Carolina State Law regarding any permanent improvements. This establishes the following regulatory agency and policy applicable to any construction, renovation, or improvement to University property:

- Authority of the [South Carolina Joint Bond Review Committee](#) (JBRC)
- Compliance with [South Carolina Policies and Guidance for Establishment of Permanent Improvement Projects](#)

In addition to the above requirements, Clemson's [Permanent Improvement Procedure](#) is designed to aid in fulfilling the requirements set forth by the JBRC and the above policy and shall also apply to any permanent improvement on University property.

## South Carolina Commission on Higher Education Compliance

Clemson University is a state funded institution of higher education and as such is required to adhere to Title 59, Chapter 103 of South Carolina State Law in regard to any permanent improvements. This establishes the following regulatory agency and policy applicable to any construction, renovation, or improvement to University property.

- Authority of [South Carolina Commission on Higher Education](#). (CHE)
- Compliance with the current SCCHE [Policies and Procedures Manual](#)

## Procurement of Professional Services

1. All agreements for Professional Services such as engineering/architectural design, contracting and construction management shall be in compliance with Clemson's [Standard Procedure for Negotiating Large Professional Services](#) and the [OSE Manual](#). The [OSE Manual](#) includes specific versions of common AIA agreements and these versions shall be used as specified therein for any professional services rendered to the University.
2. These sections serve as a list of minimum legal requirements and does not exempt any work from any section of the SC Code of Laws or and any other applicable statutes.



# 00 31 00 Project Management and Coordination

## 00 31 19 Existing Condition Information

### Existing Drawings and Reports

1. The Owner has available a limited number of “as-built” drawings and surveys for many of the existing facilities on the main campus. The A/E is responsible for the review of the available documents determining their possible benefit in the design of the project.
2. All projects shall comply with South Carolina’s asbestos regulations. Clemson’s [Office of Occupational and Environmental Safety](#) has an active survey of asbestos containing materials (ACM) in facilities on the main campus. Any additional surveys or tests for ACM can be coordinated with the Project Manager in accordance with the A/E Agreement. Incorporate any asbestos related work in project scope and design.
3. The Owner maintains a utility and site map of the main campus that is available for use by the A/E. Critical location and type of utility or other improvement shall be confirmed by additional survey as deemed appropriate by the A/E. Coordinate with University [Surveyor](#) prior to the start of any survey.

# 00 62 00 Certificates and Other Forms

## 00 62 39 Minority Business Enterprise Certification Form

1. Specify that Clemson has established a goal of 10 percent of the value of procurement contracts and construction contracts or any portion of the awarded contract to be subcontracted to other suppliers. The Contractor is encouraged to offer such business to minority and/or women-owned businesses (MBE’s).
2. The Contractor shall submit a report with each payment invoice to the Project Manager prior to payment being dispersed. This report shall include for each MBE firm contracted with, type of product/service provided, and a comparison of the total actual dollars spent and the actual total contract value. A sample form is available upon request.

