HGTC Procurement Department

What we can do for you

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Who We Are

Dianna Cecala, Procurement Manager

– dianna.cecala@hgtc.edu / 843-349-5207

Toni Richardson, Procurement Specialist - Bid specialist and General Orders

- toni.richardson@hgtc.edu /843-349-3680

Tim Wall, Procurement Specialist - Maintenance, Janitorial, Ink/Toner Orders

- tim.wall@hgtc.edu / 843-349-7858

Kathy Bolibruck Procurement Specialist - Travel and General Orders - kathryn.bolibruck@hgtc.edu / 843-349-5343

Current Projects

– Conway Building 5100 (old Miller Motte Building is being renovated for Physical Therapy, Occupational Therapy, and 3 new Labs

Conway Automotive Training Center Expansion

Conway Daytona Building Renovation - Plumbing/Electrical Programs

Grand Strand Speir Renovation for Radiology, Ultrasound, and Dental

Grand Strand Sidewalks

Grand Strand Culinary Canopy

Georgetown Bldg. 100 Allied Health Wing Renovation

Georgetown New Construction of Workforce Training Center - Boat Building and Marine Engine

State Fiscal Accountability Authority - (SFAA) Division of Procurement Services

- Makes rules for all State Higher Ed. facilities to follow
- Facilities of Higher Education must use state contracts if available.
- State contracts can be found at www.procurement.sc.gov
- Sets rules for spending limits and procurement methods
- Audits our College every five years – Recently completed audit in August.
- Determines what our in-house certification levels will be, based on audit results. Currently at $400,000.
- Requires quarterly reporting of all sole source, emergency, and purchasing violations

Purchasing Thresholds for Orders

- Up to $10,000 - You can choose any vendor as long as price is fair & reasonable
- $10,001 - $25,000 - You need three valid quotes
- $25,001 - $50,000 - Request For Quote (RFQ) needs to be advertised for 5 days by procurement
- $50,000 - $100,000 - Procurement must formally create a bid, advertise for 10 days, and award to lowest bidder.
- $100,001 and up – Must formally create a bid, advertise, and wait 7 business days for protest period before making award
- NOTE: If you plan to purchase a single item greater than $5,000, then you must take it to your VP so they can obtain Cabinet approval before the order is placed. This is considered a fixed asset and will need a HGTC property tag.

Miscellaneous Procurements

- Walmart Purchases - Process has changed
  - Good if you need to purchase food items - NOTE: no food can be purchased for employees unless it is for your annual advisory committee.
  - Must be registered with the Walmart/HGTC Business account. Contact Tim Wall
  - Must use an approved request for every purchase make. Order on-line only.
- Staples or Harold Office Supply Orders
  - Must use State contract for office supplies
  - Must have an approved request for use on file in purchasing - Contact Tim Wall
- Ink and Toner Orders -
  - Must use State contract for office supplies
  - Must fill out order request and email to purchasing department. Do not order directly through vendor.

Logo'd Apparel and Merchandise

- All Logo's must be created and approved by the Marketing Department
- You cannot use the College procurement card for these purchases
- We do have preferred vendors for these items –
  - Minority Vendors
    - Bolo
    - CBM
- <u>Do not purchase any clothing for employees.</u> The State will not allow us to use operational budget for these purchases.

Purchases for IT Equipment

- Any purchase for IT equipment should begin with a quote from the IT Department.

- Contact Rollie.Meyers@hgtc.edu or kristi.evans@hgtc.edu to assist you.

- Never purchase IT equipment with a p-card or at Walmart.

Gratuities / Ethics/Contracts

- Employees of HGTC are prohibited from accepting gifts, meals, trips, rebates, or any promise of future reward for compensation or any other article and/or object of value from a vendor, although the intent of such a gesture may be honorable or a customary practice of the vendor. It is suggested that these gratuities be directed in cost savings to our solicitations for benefit to the entire College. Remember, you are a SC State employee and represent the state.

- Ethics policies can be found in South Carolina State Code of Laws, Title 8, Chapter 13

- All contracts must be reviewed and signed by College President (legal), VP Finance (Legal or Facility use), or Dianna Cecala (purchase type).

Employee Business Travel Process

- The College has Guidelines for Business Travel. It can be found on www.hgtc.edu/purchasing - Forms
- All travel begins with a travel request form and must be filled out and approved before paying for registrations, hotel stays, car or airline.
- Please call the procurement office for assistance - we have a travel card to pay for these services.

Services Offered by Procurement

- Quotes and Purchase Orders
- Vehicle Rental
- Travel Support
- Insurance Information
- Bookstore Liaison
- Vending Machines
- Renovation Support
- Capital Equipment Process
- HGTC P-Card
- Equipment Trade-Ins
- College Construction Projects

QUESTIONS