

**Part IV Chapter 02  
No-Bid Procurements of Construction (P-Card)**

**A. Definitions.**

1. "Construction" includes maintenance, alteration, repairs, renovation, improvements, building and demolition.
2. "Project" includes all work necessary to complete the entire scope of work, including all general construction, hazardous material removal, fire suppression, elevator, HVAC, plumbing and electrical work.

**B. Scope.** This procedure may be used by agencies when construction is to be procured from contractors for work that:

1. Has a total project estimated less than or equal to \$10,000; or
2. Involves an Agency leasehold construction improvement which has a total estimated construction cost not exceeding \$15,000.

**C. Exclusions**

1. This procedure shall not be used for any Agency project with an estimated cost between **\$10,001 and \$399,999**.
2. This procedure shall not be used to obtain cost estimating, design professional services or construction inspection services.
3. Procurement requirements and establishing the scope of work for the project shall not be artificially divided by an Agency so as to constitute multiple sub-\$10,000 procurements in order to avoid referring the project to the Job Order Contracting Program or to avoid obtaining legislative authorization for a Capital project.

**D. General.** The Commonwealth Purchasing Card may be utilized to make payments for construction services up to \$10,000 if authorized by internal agency procedures; however, such use of the Purchasing Card cannot be used to avoid setting forth the full scope of work for the project at its inception nor may it be used to supplement the scope of an existing project. (For example, an agency may not use the No-Bid Procurement process to obtain design services, cost estimating services or to obtain the electrical services to provide power to a Job Order Contracting program project built by a general contractor.) The agency may procure construction within this threshold without soliciting formal bids. Agencies may request and receive quotes by telephone, fax, email or in person. The agency must obtain a written statement of work (such as a proposal) from the contractor.

**E. Agency Procedure.**

1. **Agency.**
  - a. Determines the need for the project.

- b.** Reviews request for construction for compliance with:
  - (1)** The requirements of Sections B and C; and
  - (2)** Guidelines established by DGS to conform to procurement guidelines for post-consumer recycled content (See [Management Directive 205.22, Recycling, Waste Reduction, and Procurement of Environmentally Preferable Products](#)); and
  - (3)** Agency purchasing policy and procedures.
- c.** Reviews the Small/Small Diverse/Veteran Businesses database on the DGS website to determine if there are any Small/Small Diverse/Veteran Businesses that can perform the work. If available, the agency should consider the selection of a Small/Small Diverse/Veteran Business.
- d.** Contacts a contractor for a written statement of work including a price quote.
- e.** Selects a contractor.
- f.** Monitors contractor's performance.

---

**References:**

- 1.** [Management Directive 205.22, Recycling, Waste Reduction, and Procurement of Environmentally Preferable Products](#)