

# ALASKA



## SMALL PROCUREMENT MANUAL

**FOR**

## CONSTRUCTION PROJECTS

**March 2014 Edition**

**PREPARED BY**

**DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES  
(Contracting and Appeals Section)**

## **INTRODUCTION - GENERAL INFORMATION**

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### **Introduction - General Information**

Under AS 36.30.015 and 2 AAC 12.740, the Commissioner of the DOT&PF delegates the authority to contract for construction related small procurements to the Department's regional directors and contracting officers, and to certain Delegated Operating Agencies.

AS 36.30.320 establishes the limitations for small procurement construction purchases placing such procurements into categories, each having a monetary limit and its own set of procedural rules. These rules are codified in 2 AAC 12.400.

This Manual sets forth the standards, conditions, and guidelines for small procurements (less than \$200,000) that are construction related.

When certain Policies and Procedures (P&P's) are herein referenced, they are to be used in conjunction with this Manual. P&P 10.01.011, Small Procurements, is of particular value - For other DOT&PF policies and procedures (P&P's) affecting small procurements (generally, Policy & Procedures Manual Chapters 5 & 10) visit:

[http://www.dot.state.ak.us/admsvc/pnp/policy\\_and\\_procedures.shtml](http://www.dot.state.ak.us/admsvc/pnp/policy_and_procedures.shtml)

Refer to the DOT&PF Professional Services Agreement (PSA) Manual for direction in the procurement of professional services.

**Use the DOA Administrative Manual for small procurements that are not construction related**

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# **SMALL PROCUREMENT MANUAL for CONSTRUCTION PROJECTS**

**Authority:** Alaska Statute 36.30.320(a);  
Alaska Administrative Code 2 AAC 12.400;  
Policy & Procurement, Chapter 10, Procurement and Property

**Effective Date:** Revised March 2014

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- Invitation for Quotes for a Small Procurement \_\_\_\_\_ Form SPC-001
- Small Procurement Quote Submittal \_\_\_\_\_ Form SPC-002
- Notice of Award \_\_\_\_\_ Form SPC-003
- Notice to Proceed \_\_\_\_\_ Form SPC-003a
- Small Procurement - Quote Contact Report \_\_\_\_\_ Form SPC-004
- Payment Bond (if required by the Contracting Officer) \_\_\_\_\_ Form SPC-005
- Performance Bond (if required by the Contracting Officer) \_\_\_\_\_ Form SPC-006
- Alaska Products Preference Worksheet \_\_\_\_\_ Form SPC-007
- Offerors Questionnaire \_\_\_\_\_ Form SPC-008
- Quote Results \_\_\_\_\_ Form SPC-009

#### Change Documents

- Directive \_\_\_\_\_ Form SPC-020
- Request for Change Order Proposal - Small Construction  
Procurement Contract \_\_\_\_\_ Form SPC-021
- Change Order \_\_\_\_\_ Form SPC-022
- Support Information / Backup \_\_\_\_\_ Form SPC-022A
- Supplemental Agreement \_\_\_\_\_ Form SPC-023

#### Inspection and Payment Process Documents

- Inspection Report \_\_\_\_\_ Form SPC-030
- Daily Report -- Labor, Equip. and Materials for Time and Mat'ls Work \_\_\_\_\_ Form SPC-031
- Project Construction Report \_\_\_\_\_ Form SPC-032
- Certificate of Substantial Completion \_\_\_\_\_ Form SPC-033

#### Project Close Out Documents

- Certificate of Final Estimate \_\_\_\_\_ Form SPC-040
- Completion Report \_\_\_\_\_ Form SPC-041
- Contractor's Release \_\_\_\_\_ Form SPC-042

## Example Correspondence

### Notice Correspondence

Transmittal Letter: Contract Award (optional for use w/ SPC-003)  
Preconstruction Meeting Agenda  
Redelegated Contracting Officer's Authority

### Approval and Denial Correspondence

Subcontractors [and] Suppliers  
Shop Drawings [and] Materials  
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Request for Clearance of Wages  
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