

**Part IV Chapter 05**  
**Procurements of Construction Material and Equipment**  
**Through DGS' Bureau of Procurement Statewide Contracts**

**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 must be used by agencies to procure construction material or equipment from effective DGS Bureau of Procurement statewide requirements contracts.

1. Any purchase order issued under this process must explicitly exclude labor costs. Only Commonwealth agency employees or inmates or patients of a Commonwealth agency institution can perform labor to install any of the material or equipment acquired through DGS' Bureau of Procurement statewide contracts.
2. Each agency will have to verify that only Commonwealth agency employees or inmates or patients of a Commonwealth agency institution can perform labor to install the material and equipment acquired through the Bureau of Procurement.
3. The No-bid Procurement Process (P-Card) should not be used to pay for any related work. (For example, an agency may not use the No-Bid Procurement process to obtain any associated services or labor to design or install the construction material or equipment purchased from the DGS Bureau of Procurement statewide requirements contract.)

**C. General.**

**1. Agency.**

- a. Locates the agency notification of awards containing the type of construction material and equipment to be purchased.
- b. Selects the supplier to furnish the material or equipment. The reason(s) for the selection must be made a part of the agency file.
- c. Secures any preliminary approvals required by:
  - (1) Instructions issued through the Directives Management System, if applicable.
  - (2) Agency purchasing policy and procedures.

**2. Comptroller.**

- a. Distributes approved copies of the Contract Purchase Order Form and any Purchase Document Continuation Forms to supplier and in accordance with agency purchasing policy and procedures.

- b. Distributes supplier copy of the Contract Purchase Order Form and any Purchase Document Continuation Forms to agency for release.

**3. Agency.**

- a. Distributes approved copies of the Contract Purchase Order Form and any Purchase Document Continuation Forms to supplier and in accordance with agency purchasing policy and procedures.

- (1)** Contract Purchase Order Form and Purchase Document Continuation Forms should not be sent to the Bureau of Procurement.