

INSTRUCTIONS FOR THE PROCUREMENT PROCESS ON USE OF THE  
**COMMONWEALTH OF VIRGINIA STATEWIDE SWaM CONSTRUCTION POOL**

STATE AGENCIES ARE RESTRICTED TO PROJECTS \$100,000 OR LESS.

Current Edition of the Construction and Professional Services Manual (CPSM) Applies to all procedures below.

TOTAL CONSTRUCTION COST LESS THAN \$10,000

1. Set-aside for certified micro businesses.
2. Develop scope of work to include the CO7 General Terms & Conditions.
3. Informally solicit written bids from a minimum of two (2) micro businesses based on trade and location.
4. Conduct a site visit where applicable.
5. The businesses shall submit written unsealed bids.
6. Review applicable license and insurance.
7. If the cost is fair and reasonable, award the contract to the contractor with the lower bid.
8. Post the award on eVA.
9. If the cost is not fair and reasonable, or upon due diligence it is determined that no micro businesses in a particular trade exists, or was willing to submit a bid, the procedure in the next section shall be utilized.

TOTAL CONSTRUCTION COST FROM \$10,000 to \$100,000

1. Set-aside for certified small businesses.
2. Develop scope of work (bid documents) to include the CO7 General Terms & Conditions, and CO7a Instructions to Bidders.
3. Informally solicit written bids from a minimum of four (4) small businesses and one (1) micro business (unless due diligence it is determined that no micro business in particular trade and location exists, or was willing to submit a bid).
4. Conduct a site visit / pre-bid conference.
5. The businesses shall submit a written sealed bid on the bid form.
6. Agency will receive bids and open bids 24 hours later.
7. Review applicable license and insurance.
9. If the cost is fair and reasonable, award the contract to the contractor with the lower bid.
10. Award the contract using CO9.1 (Notice of Intent to Award), CO9 (Construction Contract) CO9.2 (Notice to Proceed).
11. Post the award on eVa.
12. If the cost is not fair and reasonable, the set-aside is removed and a minimum of five (5) contractors shall be informally solicited.

BONDING REQUIREMENTS MAY BE FOUND IN THE CPSM.

<https://dgs.virginia.gov/engineering-and-buildings/statewide-constructionproject-management/current-cpsm-edition/>

## QUICK STEPS FOR A *STATEWIDE SWaM CONSTRUCTION POOL* CONTRACTOR SEARCH

<b>Step 1</b>	Go to <a href="https://logi.eipro.cgipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9023_Parameters">https://logi.eipro.cgipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9023_Parameters</a>
<b>Step 2</b>	Select a <b>Trade Pool</b> To select more than one, either choose <b>All</b> or hold the <b>Ctrl</b> key to individually select more than one trade.
<b>Step 3</b>	Enter <b>Zip Code</b> or select <b>VA County</b> To search multiple zip codes, use commas to separate each zip code. To select more than one county, either hold the <b>Ctrl</b> key to select more than one county or select <b>All Counties</b> , the last option in the list.
<b>Step 4</b>	Select a <b>SWAM Type</b> To select more than one, either choose <b>All SWAM Types</b> or hold the <b>Ctrl</b> key to individually select more than one type.
<b>Step 5</b>	Click <b>Run Report</b> This will load a new page with the contractors found based on the criteria entered. This report may be exported to Excel or PDF using the corresponding buttons located at the top right of the report.

**NOTE:** The using agency is responsible for obtaining a current certificate of insurance from the vendor and reviewing applicable licenses which can be found at <http://www.dpor.virginia.gov/LicenseLookup/>.

### DPS CONTRACT OFFICER

**Calisha Williams, CPPB, VCO**  
Statewide Sourcing & Contracting Officer  
Division of Purchases and Supply  
1111 East Broad Street  
Richmond, VA 23219  
Phone: 804-786-5414  
Email: Calisha.Williams@dgs.virginia.gov