



# HGTC Procurement Department

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What we can do for you

pdated 4/11/2024



# Who We Are

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- Dianna Cecala, Procurement Manager
  - [dianna.cecala@hgtc.edu](mailto:dianna.cecala@hgtc.edu) / 843-349-5207
- Toni Richardson, Procurement Specialist
  - [toni.richardson@hgtc.edu](mailto:toni.richardson@hgtc.edu) / 4 - 4 - 6 0
- Tim Wall, Procurement Specialist
  - [tim.wall@hgtc.edu](mailto:tim.wall@hgtc.edu) / 843-349-7858



# Some Fun Facts

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- Number of Purchase Orders Issued in a Year - 2,112 or 44/week
- Amount of Dollars Spent out of Operations Budget 202 -  
\$1 ,264,500
- Number of Construction Projects Currently Active - 12
- Amount of Money Budgeted for Construction Projects - \$44,054, 0



# State Fiscal Accountability Authority - Division of Procurement Services

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- 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](http://www.procurement.sc.gov)
- Sets rules for spending limits and procurement methods
- Audits our College every five years – Last audit was 201
- Determines what our in-house certification levels will be, based on audit results
- Requires quarterly reporting of all sole source, emergency, and purchasing violations



# Purchasing Thresholds for Orders

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- 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 10 days
- \$50,000 - \$100,000 - Must formally create a bid, advertise, and award
- \$100,001 and up – Must formally create a bid, advertise, and wait 3 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 H TC property tag.
- Our President must approve all orders over \$10,000



# Miscellaneous Procurements

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- Walmart Purchases -
  - Good if you need to purchase food items - N T no food can be purchased for employees unless it is for your annual advisory committee.
  - Must use the Walmart credit card
  - Must have an approved request for use
- FSI Office Supply Orders - Changing to Harold Office Supply on May 1st, 2024
  - Must use State contract for office supplies
  - Must have an approved request for use
- Ink and Toner Orders -
  - Must fill out order request and email to purchasing department. Do not order directly through vendor.





# Logo'd Apparel and Merchandise

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- 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
- Do not purchase any clothing for employees. The State will not allow us to use operational budget for these purchases.



# Purchases for IT Equipment

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- Any purchase for IT equipment should begin with a quote form the IT Department.
- Contact [Randy.Carroll@hgtc.edu](mailto:Randy.Carroll@hgtc.edu) or [Rollie.Meyers@hgtc.edu](mailto:Rollie.Meyers@hgtc.edu) to assist you
- Never purchase IT equipment with a p-card or Walmart card.





# Gratuities / Ethics/Contracts

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- 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.
- South Carolina State Code of Laws, Title 8, Chapter 13
- All contracts must be reviewed and signed by Dr. Fore (legal), Harold Hawley (Legal or Facility use), or Dianna Cecala (purchase type).



# Employee Business Travel Process

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- The College has Guidelines for Business Travel. It can be found on [www.hgtc.edu/purchasing](http://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

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



# Construction Update

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- Conway – Bldg. HVAC & Roofing Upgrades to multiple buildings
- Conway - Cosmetology Expansion Bldg. 500 & 600
- Grand Strand – Bldg. 100 Interior Renovations for Clinical Integration Studies
- Grand Strand – H A/C and Roofing Upgrades to multiple buildings
- Grand Strand - Parking Lot Expansion
- Georgetown – Multiple HVAC Upgrades
- Georgetown – Bldg. 1000 Welding Booth Expansion
- Georgetown – New Building for Workforce Training Center (Marine Tech)