

Guide to Direct Purchase of Equipment and Materials — General



S.C. Department of Environmental Services

This guide provides information to assist project sponsors who procure, via direct purchase, equipment and materials for projects with general requirements funded through the S.C. Department of Environmental Services (SCDES) Clean Water State Revolving Fund (CWSRF) and the Drinking Water State Revolving Fund (DWSRF). A copy of the below documents for each direct purchase should be sent directly to the SRF project manager for review and approval.

SRF direct purchase of equipment and materials package:

- A copy of the equipment/material contract or purchase order is submitted for purposes of cost documentation;
- A letter from the Sponsor that its procurement code was followed for procuring the materials/equipment;
- Debar/EEO Letter (See Attachment B for example);
- *Certification Regarding Debarment, Suspension, and Other Responsibility Matters*, (DES 3590); and
- *Bidders AIS Certification* (DES 2556).

Please note that disbursement of funds related to direct purchase of equipment and materials will be withheld until the Project Sponsor has received approval of the direct purchase of equipment and materials package.

More information? Contact your SCDES Project Manager.



SC DEPARTMENT of
**ENVIRONMENTAL
SERVICES**

Attachment A — List of Forms

FORMS Available at des.sc.gov/SRFforms

Form	Form Name
DES 2556	Bidder's American Iron and Steel Certification
DES 3590	Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Attachment B — Example Debar/EEO Letter

Date

Project Sponsor's Name

Address

Re: **Project Name**
Project Loan Number

Dear **Sponsor's Name**:

In reference to the contract documents for the above project, **Company Name** is neither a contractor nor subcontractor but a supplier and therefore does not consider the cross-cutting provisions applicable to our operations except for the debarment provisions. Attached you will find an executed copy of the Debar Certification (DES 3590).

However, we do certify that **Company Name** is in compliance with the requirements of the Federal statutes, Executive Orders and implementing regulations relating to government contractors and subcontractors regarding equal employment opportunity, the employment of veterans and the handicapped, and the utilization of minority and women business enterprises, to the extent that they are applicable to our operations. In addition, **Company Name** certifies that we do not maintain or provide for our employees any segregated facilities at any of our establishments and does not permit our employees to perform their services at any location under our control where segregated facilities are maintained.

Please contact me at **contact info** if further information is needed.

Sincerely,

Name and Title of Company Representative