

## Agricultural Nonpoint Source Grant Program

### Procurement Guidelines

SWCDs shall ensure that landowners are keeping expenses reasonable by requiring, for any BMP contracted or installed by a landowner:

- 3 verbal quotes for any component over \$5,000
- 3 written quotes for any component over \$10,000
- additional requirements as the SWCD deems necessary

(Any purchases made by the SWCD directly should be in compliance with District procurement policy.)

SWCDs shall retain documentation of all quotes and certify on the procurement record that the price solicitation requirements have been met.

When closing out a project, State Committee staff review final report and other records to ensure that:

- all deliverables have been met
- total state funds expended are within budget
- local match meets or exceeds budget
- SWCD has certified that price solicitation records have been maintained (State Committee staff may review the SWCD's quote records)

- These guidelines apply to both BMP implementation projects and planning projects.
- Procurement records must be maintained for all BMPs and planning projects contracted or installed by landowners (or farm operators). Please use the attached procurement record form.
- Landowners must select the lowest bidder unless there is sufficient justification – i.e., availability, qualifications, or sole source supplier. The justification must be recorded with the quote records. If there is not sufficient justification, cost share will be based on the lowest bid.
- If a landowner is performing work himself, he must still obtain quotes from potential contractors.
- If three quotes cannot be obtained, the landowner must record which contractors declined to bid.
- These procurement guidelines do not eliminate the need for appropriate contracts between the landowner and contractor.
- Districts should ensure that participating landowners are aware of procurement requirements, and contracts between Districts and landowners should have a provision for withholding payment for non-compliance with procurement guidelines.
- If a project involves multiple SWCDs, the project sponsor must maintain quote records or ensure that other Districts are recording quotes appropriately.

**Agricultural NPS Abatement & Control Grant Program  
Procurement Record**

**Section I: Project Information**

Landowner and /or  
Operator: [Redacted]  
Address: [Redacted]  
Phone Number: [Redacted]

AEM GIS No.: [Redacted]  
Funding Agreement No.: [Redacted]

**Section II: Design Cost Estimate**

<i>Completed By SWCD</i>			<i>Completed By Project Designer</i>					
BMP NRCS Standard No.	BMP Name	Units Planned	Units Designed (actual)	Estimated Cost/Unit	Total Design Cost	Budget Amount	BMP Life Span	Annual O&M Cost
Total Price					\$	\$		

Attached Plans:  
Dated: [Redacted]  
NRCS Specification No.: [Redacted]  
Project Designer: [Redacted]  
Title: [Redacted]

Pages 1-[Redacted]  
Additional Information Attached:  Yes  No  
Date: [Redacted]

**Section III: Price Solicitation Certification**

The Department of Agriculture & Markets requires that the following minimum requirements are maintained for any BMP contracted or installed by a landowner (or farm operator): For any component estimated at \$5,000 - \$10,000, 3 verbal quotes are recorded. For any component estimated at over \$10,000, 3 written quotes are recorded.

The SWCD sponsoring the project must ensure that quotes are recorded. The attached form is recommended for capturing this information. Please certify that price solicitation records have been maintained:

SWCD Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section IV: BMP Certification**

The design and implementation of the following BMP(s) has been reviewed, and the BMP(s) meets Program requirements or meets/exceeds the standards and specifications of the Best Management Practice(s).

BMP NRCS Standard No.	BMP Name	Final-Total Cost	Final-Total EPF Grant Funds Used	Units Completed	Date Approved	Approved by Signature & Title

I certify that the BMP costs listed above are true and accurate, and that proper documentation (bills, invoices, etc.) are attached in support of my request for reimbursement.

Landowner's and/or: \_\_\_\_\_ Date: \_\_\_\_\_  
Operator's Signature: \_\_\_\_\_  
SWCD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Price Solicitation Record**

The Landowner and/or Operator shall seek prices or quotes from capable contractors and log the information in the following table.

- For items estimated at less than \$5,000, complete one contractor only.
- For items estimated at \$5,000-\$10,000, record three verbal quotes.
- For items estimated at over \$10,000, record and attach three written quotes.

If three quotes are not available, list the contractors who were contacted and declined to provide a quote.

The lowest bid must be selected unless sufficient justification is provided. Please attach justification if applicable.

**BMP or BMP Component**  written quotes  verbal quotes  simple purchase

	Contractor #1	Contractor #2	Contractor #3
Contractor's Name			
Address			
Telephone			
Price Submitted			

I have reviewed the above submitted price quotes and have selected  as the lowest responsible offer at a price of \$ .

Landowner's and/or Operator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BMP or BMP Component**  written quotes  verbal quotes  simple purchase

	Contractor #1	Contractor #2	Contractor #3
Contractor's Name			
Address			
Telephone			
Price Submitted			

I have reviewed the above submitted price quotes and have selected  as the lowest responsible offer at a price of \$ .

Landowner's and/or Operator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BMP or BMP Component**  written quotes  verbal quotes  simple purchase

	Contractor #1	Contractor #2	Contractor #3
Contractor's Name			
Address			
Telephone			
Price Submitted			

I have reviewed the above submitted price quotes and have selected  as the lowest responsible offer at a price of \$ .

Landowner's and/or Operator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BMP or BMP Component**  written quotes  verbal quotes  simple purchase

	Contractor #1	Contractor #2	Contractor #3
Contractor's Name			
Address			
Telephone			
Price Submitted			

I have reviewed the above submitted price quotes and have selected  as the lowest responsible offer at a price of \$ .

Landowner's and/or Operator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The SWCD has reviewed the Landowner's and/or Operator's solicitation for prices/quotes and his/her selection of a contractor and the process is

Approved  Disapproved Reason for Rejection

SWCD Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_