

## Snowplowing FAQ

1. When do I use a credit card for procuring snow removal services?

Use a credit card to pay when the office estimates that the snow removal service is either:

- a. Estimated at **LESS than \$2,500** with a **company**  
-or-
- b. Estimated at **LESS than \$10,000** with an **individual**

### NOTES:

- Be sure to double check whether the Contractor is an individual or a company, as this will impact the local purchasing authority levels as indicated above. Generally, a TIN (Taxpayer Identification Number) indicates a company, whereas a SSN (Social Security Number) indicates an individual.
  - The period of performance limitation is 1 year when using a credit card to procure snow removal services.
  - When creating the eBuy2 requisition, be sure to select **Local** and **Credit Card** ) when prompted to select the Purchasing Method.
  - Please contact the appropriate Facility Service CMC individuals if you have any additional questions (contact information available in question 17 below).
2. Use historical invoice data (e.g. one year's worth) for snow removal services that you acquired from an outside contractor using a credit card. You can also check your spend data in EDW (to request access to EDW, use eAccess). Or, email Thomas Montgomery or Lou Dileo. We have records for the past 3 years concerning your contract.

**- and / or -**

3. Obtain price quotes from a minimum of two snow removal service providers in accordance with the Statement of Work (SOW) Planning Guide. The SOW Planning Guide will help to ensure that the pricing structures of each vendor are similar and easily compared/contrasted

with one another. Blank SOW Planning Guides for snow removal services can be found at the [Facility Services CMC webpage](#).

PRICING PROPOSAL. At this stage you are only doing market/pricing research.

4. Create an ebuy2 off-catalog bulk funding for the contract.
  - In eBuy2, click Search, under the My ProcureIT tab.
  - Type 'snow'
  - At the bottom of the next window in the warning box, click "Order snow Off-Catalog"
  - Complete all fields marked with an \*
  - Supplier: Click on the magnifying glass and navigate to select the supplier (if supplier already contracts with the USPS). If selecting a new supplier, click Add Supplier in the upper right hand corner to add a new supplier).
  - Item No: (leave blank)
  - Item Description: Describe the services being procured (e.g. "new contract for snow removal services at the (location) Post Office").
  - Category: Click on the magnifying glass and navigate to select "Snow removal services"
  - Qty (quantity): Enter number of units (years)
  - Unit: Select: YR - YEAR
  - Unit Price: Enter the funding amount being requested (per unit/year).
  - Click: Process
  - Click: Add To Shopping Cart
  - Enter GL Code # 52313.000 CUSTODIAL AND BUILDING SERVICES (use magnifying glass to navigate to the correct GL Code Number)
  - Click: Finish Request
  - Complete all fields marked with an \*, including:
    - Requisition Name (e.g. "Snow Removal")
    - Justification (e.g. new contract for snow removal services at the (location) Post Office").
    - ")
  - Ship To (field will automatically populate, verify information is correct)

- Bill To (field will automatically populate, verify information is correct)
- Date Due
- Ship Via (field will automatically populate, field should state "Standard")
- Purchasing Method – Local
- Payment Method – Purchase Card
- Attach a scanned copy of all plowing proposals