

## Quick-Reference Purchasing Guide

**Note:** The following procurement thresholds meet dollar amounts required by PTD. Your agency may set more stringent requirements.

### < \$9,999 Micro-Purchases - **NEW**

- ◆ May be made without obtaining price quotes
- ◆ Must document how price was determined to be fair & reasonable (comparison of catalog/online prices, etc.)
- ◆ Procurement History Form may be used to document
- ◆ Obtain written approval (in accordance with local policy) prior to purchase—submit Procurement History Form & other documentation to:
  - Executive Director/Other – up to \$XXX
  - Board of Directors – \$XXX or more
- ◆ Vendor does not have to comply with Federal requirements, **except if federal funds are used for construction. The Davis-Bacon Act applies to costs of \$2,000 or more, and this requirement must be included with solicitation.**

### Price Quotes (\$10,000 - \$29,999) - **NEW**

- ◆ PTD must review new or adapted specifications prior to solicitation of all “new type” rolling stock.
  - “New-Type” Rolling Stock excludes standard minivans or vehicles available on PTD contracts.
- ◆ Solicit from at least 3 suppliers/vendors by email, mail, or in person.
- ◆ Applicable Federal requirements & certifications **must be included with solicitation** (if funded in part with Federal funds).
- ◆ Document quotes solicited and received (at least **3 quotes** should be received) on Procurement History Form & **complete PTD Procurement Checklist**
- ◆ If vendor with lowest price is not selected, include basis/reason for selection (delivery date; better warranty/service; etc.); **prior PTD approval is required.**
- ◆ Obtain written approval (in accordance with local policy) prior to purchase—submit Procurement History Form & other documentation to:
  - Executive Director/Other – up to \$XXX
  - Board of Directors – \$XXX or more
- ◆ **Procurement Checklist must be submitted to PTD for prior approval on all purchases over \$10,000.**

### Informal Bids (\$30,000 - \$89,999)

- ◆ PTD must review new or adapted specifications prior to solicitation of all “new type” rolling stock and **ALL** construction related procurements.
  - “New-Type” Rolling Stock excludes vehicles available on PTD contracts.
- ◆ Solicit written quotes from at least 3 suppliers/vendors.
- ◆ Applicable Federal requirements & certifications **must be included with solicitation** (if funded in part with Federal funds)
- ◆ Construction – MBE or DBE verifiable goals for construction procurements must be established (PTD must be contacted for goal)
  - Required steps must be taken to satisfy MBE requirements—G.S. 143-128.2(f)
- ◆ Document quotes solicited and quotes received (at least **3 quotes** should be received) on Procurement History Form, attach written quotes, & **complete PTD Procurement Checklist and submit to PTD for prior approval.**
- ◆ Obtain written approval (in accordance with local policy) prior to award—submit Procurement History Form, **Procurement Checklist**, & any other documentation to:
  - Executive Director/Other – up to \$XXX
  - Board of Directors – \$XXX or more

◆ **PTD requires pre-award approval for all procurements > \$30,000. Submit Procurement Checklist (History form may be included), and any other related documentation for review.**

◆ Maintain written documentation to support that each requirement was met.

### **Formal (Sealed) Bids - NEW**

**(State funds only-----\$90,000 or more – Equipment & Supplies; \$500,000 or more – Construction)**

**(Federal & State funds-- \$90,000 or more – Equipment & Supplies; \$150,000 or more – Construction)**

◆ **PTD must review all specifications prior to solicitation of all types of procurement.**

◆ Publish advertisement (electronic ad may be used) for the bid, at least once, 7 days prior to opening.

◆ All bids must be sealed and opened at stated time and place in advertisement.

◆ At least 3 suppliers/contractors must be solicited (in addition to advertisement, at least 3 suppliers/contractors must be notified)

◆ Applicable Federal requirements & certifications must be included with solicitation (if funded in part with Federal funds).

◆ Additional requirements for **construction procurements**:

▪ A minimum of 3 sealed bids must be received. If less than 3 bids are received, agency must re-advertise for bids; and if as a result of such second advertisement, less than 3 competitive bids are received from reputable and qualified contractors, the Agency may open bids.

▪ Bid guarantee bond (5% of bid price)

▪ Performance and payment bonds (100% of contract price)

▪ MBE or DBE verifiable goals for all construction procurements must be established (PTD must be contacted to set goal)

- Required steps must be taken to satisfy MBE requirements—G.S. 143-128.2(f)

▪ Any of the following methods may be used for construction contracts (*over \$300,000*):

- Separate-prime bidding

- Single-prime bidding

- Dual bidding pursuant to subsection (d1) of G.S. 143-128

- Construction management at risk contracts pursuant to G.S. 143-128.1

- Alternative contracting methods authorized pursuant to G.S. 143-135.26(9)

◆ Obtain written approval (in accordance with local policy) prior to award—submit Procurement History Form, **Procurement Checklist**, & any other documentation to:

▪ Executive Director/Other – up to \$XXX

▪ Board of Directors – \$XXX or more

◆ **Procurement Checklist must be submitted to PTD for review and approval prior to award for all formal bids.**

◆ Maintain written documentation to support that each requirement was met

**Note:** When submitting Claim for reimbursement in Partner Connect, an approved Procurement Checklist is required as part of your documentation.

**A written record of procurement history must be maintained for at least five (5) years after project closeout. Minimum documentation requirements are listed above with each procurement threshold.**