**FORMAL BIDS - PROCUREMENT CHECKLIST**

**$90,000+ (Equipment/Supplies) \***

**$500,000+ (State) $150,000+ (Federal-Construction) \***

This checklist incorporates the State's local government procurement requirements as stated in N.C.G.S. 143-129 and 143-131, the Federal Transportation Administration's (FTA) requirements as stated in FTA Circular 4220.1F, guidance found in FTA's Best Practices Manual, and FTA's Master Agreement FTA MA (22), dated October 1, 2015, the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 C.F.R Part 200, dated December 26, 2014, and FTA’s new authorizing legislation, and any subsequent amendments or revisions thereto.

**TYPE OF PURCHASE** (list quantity and describe)

***Submit Procurement Checklist for pre-award authorization for ALL formal bids\*:***

 \_\_ Construction:

 \_\_ Rolling Stock:

 \_\_ Equipment/supplies:

 \_\_ Service Contract (RFP):

 \_\_ Other:

 **\_\_ PURCHASE FROM STATE CONTRACT\*: Contract No.**

 *(contract name)*

 **\*Include federal requirements with Purchase Order when issuing to vendor if federally funded; Appropriate**

 **certification must be completed if purchase is over $25,000 threshold. Indicate in Section B the federal**

 **requirement package attached to P.O.**

**FUNDING SOURCES** (check all that apply)

\_\_ State funds - Complete Part A of Procurement Process only

\_\_ Federal funds- Parts A and B of Procurement Process must be completed

 FTA grant funds: \_\_5311 \_\_5310 \_\_5316 \_\_5317 \_\_ 5339 \_\_ 5307, Other: \_\_\_

**PROCUREMENT PROCESS**

\_\_\_\_ **A**. **Formal Bids**: Equipment & Supplies - $90,000 or greater; Construction - $500,000 or greater

 (State funds only); Construction-$150,000 or greater (federal and state funds)

1. Specification or criteria and instructions to bidder.

2. Advertisement - may use electronic advertisement or newspaper, or both. Must have prior board authorization if advertisement is solely electronic. At least 7 full days must lapse between notice and bid opening. List publications or method:

3. Solicitation: Mail to at least 3 responsible suppliers (list):

4. Date Bid Let:

5. Date/Time of Bid Opening:

6. Number of Addenda:

7. Number of Sealed Bids Received (Construction must have minimum 3):

8. Tabulation (attach copy):

 ***Additional Construction Requirements:***

9. Bid Bond (5%) (required for construction **ONLY**):

10. Performance & Payment Bonds (100%) (required for construction **ONLY**):

11. MBE/WBE/DBE participation: FTA funded: DBE project specific goal assigned %; NCDOT-DBE policy to be included in bid documents; State funded: Attach State MBE/WBE Construction documents for participants and Affidavits A & B; Affidavit C or D must be submitted after notification to low bidder.

12. ***Indicate type of bid:*** Separate-prime bidding Single-prime bidding

 Dual Bidding (separate & single prime) Construction Management at Risk

 Alternative Contracting (prior approval by State Building Commission required)

1. (All Bids) Contract award recommendation(attach copy of contract):

(If award made to other than the low bidder, provide justification for award.)

14. State funded only: go to last page, certify with authorized signature. \_\_

 FTA funded: complete all sections of item **B. FEDERAL REQUIREMENTS** that apply. \_\_

\_\_\_\_ **B. FEDERAL REQUIREMENTS:**

Provide the correct federal requirements that apply to your procurement. Please go to the IMD Web Site to find the applicable set of federal requirements. You will find the link listed here: [**https://connect.ncdot.gov/business/Transit/Pages/Transit-Procurement.aspx**](https://connect.ncdot.gov/business/Transit/Pages/Transit-Procurement.aspx) . Then under the “Federal and State Requirements”, you will find the listed Federal Requirement selection listed below. You will need to download the appropriate one for your procurement. Attach this document to your Formal Bid Document.

**Select the Federal Requirements that you used for your Solicitation:**

[ ]  **Construction**

[ ]  **Rolling Stock**

[ ]  **Materials / Equipment / Supplies**

[ ]  **Operations & Management**

[ ]  **Professional A & E Services**

[ ]  **Technology/ Goods/ Services**

**[ ]  Certifications: *(Include all executed certifications when submitting documentation***

 ***for approval.)***

**[ ]** 1.All bids over $90,000 that require a service or installation must include the **Affidavit of Compliance with NC E-Verify** signed by all vendors, suppliers, or contractors certifying that they are in compliance with NCGS 64-26.

**[ ]** 2. **Lobbying Certification** - Required with bids exceeding $100,000 signed by all vendors, suppliers, or contractors, certifying that no funds are being used for lobbying. This certification is included with all the federal requirements.

**[ ]** 3.All bids over $90,000 must include the **Debarment Certification** signed by all vendors, suppliers, or contractors certifying that they are not on the State’s or Federal’s Debarment or Excluded Parties Listing System.

***The transit system is required to review all third party contractors under the Excluded Parties Listing System at*** [***http://sam.gov/***](http://sam.gov/) ***and the State’s Debarment List at*** [***http://www.pandc.nc.gov/actions.asp***](http://www.pandc.nc.gov/actions.asp) ***before entering into any contracts.***

**[ ]** 4. **Buy America Certification** is required for all bids involving equipment, materials or construction over $150,000. Only one Certification **MUST** be submitted with the bid; a bid is considered non-responsive if the certification is not submitted or if both the compliance and non-compliance certifications are submitted, the contract cannot be awarded.

**[ ]** 5. **Rolling Stock Quotes –** a **TVM Certification** is required for all vehicles other than minivans or crossover type vehicles. The Certification **MUST** be submitted with the quote; a quote is considered non-responsive if certification is not submitted and contract cannot be awarded. The TVM goal must be verified by on the FTA website and the TVM report form must be completed within 30 days of award of contract/issuance of P.O.

**[ ]** 6. **Rolling Stock bids –** a **Bus Testing Certification** is required for ADA minivans and all vehicles other than vans (unmodified 9 passenger or less vehicles, 10-15 passenger standard vans, or modified 10-15 passenger vans with or without wheelchair lifts). The Certification **MUST** be submitted prior to the award of the contract. A copy of the Bus Testing Report must be kept on file.

**[ ]** 7.N.C.G.S. §147-86.59 requires that all bids or contracts or renewals with the State of NC or local governments, or any political subdivisions of the State, have a certification that the contractor is not on the Final Divestment List that has been created by the NC State Treasurer pursuant to N.C.G.S. § 147-86.58. In compliance with the requirements of N.C.G.S. § 147-86.55 and 147-86.59, the Contractor shall not utilize the performance of the contract with any subcontractor that is identified on the Final Divestment List.

**[ ]  Additional Requirements: *(Include all documentation with checklist)***

**[ ]** 1. **Rolling Stock Pre-Award and Post Delivery Audit. –** Grantee **MUST conduct** Pre-Award Audit and **Certify** that vehicle meets specifications and the FMVSS compliance requirements. Upon delivery, “Post Delivery” **MUST** be completed and **Certify** that vehicle meets requirements. Documentation must be kept on file.

I hereby certify that this procurement was conducted following all applicable state, federal and local procedures and requirements. Documentation regarding this procurement is on file and will be retained at least five (5) years from the date of project closeout, in accordance with state and federal requirements. **(The person that certifies this checklist and that the procurement was conducted following all applicable procedures must be authorized to have oversight of this procurement.)**

I am authorized to certify at this procurement level:

 (Signature) (Date)

 (Title) (Telephone number)

Prior approval is required for all formal bids over $90,000.

Integrated Mobility Division Approval:

BY: Date:

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AMOUNT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_