**PRICE QUOTES - PROCUREMENT CHECKLIST**

**$10,000 - $29,999 (All Procurements\*\*)**

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 and supporting documentation for all local procurements over $10,000 including ROLLING STOCK\*\*. Identify type of Purchase:***

 \_\_ Rolling Stock:

 \_\_ Construction:

 \_\_ Equipment/supplies:

 \_\_ Service Contract (RFP):

 \_\_ Other:

**\*\*Does not include vehicle types in an Agency Specific Contract with IMD\*\***

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

 *(contract name)*

 **\*Include federal requirements with Purchase Order (over $10,000) 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**. **Price Quotes**: Rolling Stock, Equipment, Supplies, and Construction – 10,000 - $29,999

 (Price quotes should be conducted by email, fax, mail or in person)

1. Specification or criteria.

2. Solicitation: Contact or send to at least 3 responsible suppliers (list): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Tabulation of quotes received. Must receive at least **2** quotes (list or attach copy):

4. Contract award (or Purchase Order) issued to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (If award made to other than the low bidder, submit for pre-award approval, attach justification for award.)

5. State funded: 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 “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 solicitation for Price Quotes.

**Select the Federal Requirements that is in compliance 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 and quotes over $10,000 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.All bids and quotes over $25,000 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.***

**[ ]** 3.All bids or contracts valued over $1,000 with the State of NC or local governments, or any political subdivisions of the State, must 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. § 143-6A-4. In compliance with the requirements of N.C.G.S. § 143C-6A-5(b), Contractor shall not utilize the performance of the contract 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 PROCUREMENTS OVER 10,000.***

INTEGRATED MOBILITY DIVISION APPROVAL:

BY: Date:

 (Signature)

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

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