

FORMAL BIDS - PROCUREMENT CHECKLIST
\$90,000+ (Equipment/Supplies) *
\$500,000+ (State) \$100,000+ (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 (20), dated October 1, 2013, 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 __Other: ___

PROCUREMENT PROCESS

- ___ **A. FORMAL BIDS:** Equipment & Supplies - \$90,000 or greater; Construction - \$500,000 or greater (State funds only); Construction-\$100,000 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) ____
13. (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 PTD Web Site to find the applicable set of federal requirements. At the PTD Web Site, click on Resources on the left side of the screen, and then click on References/Documents in the right corner, <http://www.ncdot.gov/nctransit/resources/default.html>. This will take you to the bottom of the screen; scroll down until you find **Federal Requirements** under Procurement. Attach this document to your Request for Informal Written Quotes.

Select the Federal Requirements that you used for your Solicitation:

- Construction 4/13**
- Rolling Stock 7/13**
- Materials / Equipment / Supplies 8/13**
- Operations & Management 8/13**
- Professional A & E Services 8/13**
- Technology/ Goods/ Services 6/13**

Certifications: *(Include all executed certifications when submitting documentation.)*

- 1. All bids and quotes over \$3,000 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/> and the State's Debarment List at <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 \$100,000. The Certification **MUST** be submitted with the bid; a bid is considered non-responsive if the certification is not submitted and contract cannot be awarded.
- 5. **Rolling Stock bids – a TVM Certification** is required for all vehicles other than vans. The Certification **MUST** be submitted with the bid; a bid is considered non-responsive if the certification is not submitted and a contract cannot be awarded.
- 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.

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

1. **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.

Public Transportation Division Approval:

BY: _____

Date: _____

INFORMAL WRITTEN QUOTES - PROCUREMENT CHECKLIST
\$30,000 - \$89,999 (Equipment/Supplies)**
\$30,000 - \$499,999 (up to \$150,000 with federal funds) (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 (21), dated October 1, 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 \$30,000 including ROLLING STOCK and ALL CONSTRUCTION RELATED PROCUREMENTS.**

- ___ Construction: _____
- ___ Rolling Stock: _____
- ___ Equipment/supplies: _____
- ___ Service Contract (RFP): _____
- ___ Other: _____

****Does not include vehicle types under contract with PTD****

___ **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. INFORMAL QUOTES:** Equipment & Supplies- \$30,000-\$89,999; Construction- \$30,000-\$499,999 (state funds only) Construction-\$30,000-\$150,000 (federal and state funds) **Written quotes** must be submitted by offeror (supplier/contractor).
 1. Specification or criteria.
 2. Solicitation: Mail to at least 3 responsible suppliers (list): _____
 3. Tabulation of written quotes received. Should receive at least **3** quotes. (list or attach copy): _____
 4. Contract award (or Purchase Order) issued to (attach copy): _____
(If award is made to other than the low bidder, provide justification for award and submit to PTD for pre-award approval.)
 5. Construction Requirements:
MBE/WBE/DBE participation: FTA funded: DBE project specific goal assigned ____%; (attach record of contractors solicited and efforts to recruit minority owned businesses)
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.
 - a) Projects shall solicit minority participation in contracts for the erection, construction, alteration or repair of any building awarded pursuant to this section. The public entity shall maintain a record of contractors solicited and shall document efforts to recruit minority business participation in those contracts.
 6. 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 PTD Web Site to find the applicable set of federal requirements. At the PTD Web Site, click on Resources on the left side of the screen, and then click on References/Documents in the right corner, <http://www.ncdot.gov/nctransit/resources/default.html>. This will take you to the bottom of the screen; scroll down until you find **Federal Requirements** under Procurement. Attach this document to your Request for Informal Written Quotes.

Select the Federal Requirements that you used for your Solicitation:

- Construction 4/16**
- Rolling Stock 4/16**
- Materials / Equipment / Supplies 4/16**
- Operations & Management 5/16**
- Professional A & E Services 4/16**
- Technology/ Goods/ Services 4/16**

Certifications: *(Include all executed certifications when submitting documentation.)*

- 1. All bids and quotes over \$3,000 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 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/> and the State's Debarment List at <http://www.pandc.nc.gov/actions.asp> before entering into any contracts.
- 4. **Rolling Stock Quotes – a TVM Certification** is required for all vehicles other than vans. The Certification **MUST** be submitted with the quote; a quote is considered non-responsive if certification is not submitted and contract cannot be awarded.
- 5. **Rolling Stock Quotes – 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.
- 6. 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 the Iran Divestment Act and 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. Effective February 26, 2016 this certification must be completed by all contractors providing goods or services over \$1,000.

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

- 1. **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 \$30,000.

Public Transportation Division Approval:

BY: _____

Date: _____

PRICE QUOTES - PROCUREMENT CHECKLIST
\$3,000 - \$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 (21), dated October 1, 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 \$3,000 including ROLLING STOCK. Identify type of Purchase:**

- ___ Rolling Stock: _____
- ___ Construction: _____
- ___ Equipment/supplies: _____
- ___ Service Contract (RFP): _____
- ___ Other: _____

****Does not include vehicle types under contract with PTD****

___ **PURCHASE FROM STATE CONTRACT*:** Contract No. _____; _____
(contract name)

***Include federal requirements with Purchase Order (over \$3,000) 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:** Equipment, Supplies, and Construction - \$3,000 - \$29,999
(Price quotes may be conducted by phone, however confirmed by email, fax, 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 PTD Web Site to find the applicable set of federal requirements. At the PTD Web Site, click on Resources on the left side of the screen, and then click on References/Documents in the right corner, <http://www.ncdot.gov/nctransit/resources/default.html>. This will take you to the bottom of the screen; scroll down until you find **Federal Requirements** under Procurement. Attach this document to your solicitation for Price Quotes.

Select the Federal Requirements that you used for your Solicitation:

- Construction 4/16**
- Rolling Stock 4/16**
- Materials / Equipment / Supplies 4/16**
- Operations & Management 5/16**
- Professional A & E Services 4/16**
- Technology/ Goods/ Services 4/16**

Certifications: *(Include all executed certifications when submitting documentation.)*

- 1. All bids and quotes over \$3,000 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/> and the State's Debarment List at <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 the Iran Divestment Act and 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. Effective February 26, 2016 this certification must be completed by all contractors providing goods or services over \$1,000.

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

- 1. **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 \$3,000.

Public Transportation Division Approval:

BY: _____
(Signature)

Date: _____
(Date)

PROCUREMENT HISTORY FORM									
Project No.:		Project Period of Perform. ends:		Budget Object Code:		Item Name:		Approved in Budget: \$	
If cost <\$3,000 indicate below how price was determined to be fair and reasonable:				If cost ≥ \$3,000 & < \$30,000 solicit at least 3 quotes (phone quotes acceptable) & document below:					
<input type="checkbox"/> Compared to catalog or online price sold to the general public <input type="checkbox"/> Compared to competitive price (quotes) of same or similar item within past year <input type="checkbox"/> Compared to the pricing history of the same item from previous purchases				Number of Quotes Solicited:		Number of Quotes Received:			
				Note: If cost ≥ \$30,000 written quotes and other requirements apply—See Informal Bid Process If cost ≥ \$90,000 sealed bids and other requirements apply—See Formal (Sealed) Bid Process					
Name of Employee Conducting Procurement:				Vendor #1		Vendor #2		Vendor #3	
Employee's Job Title:				Quoted By:		Quoted By:		Quoted By:	
				Date:					
Qty	Unit	Description (and/or attach specifications)	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	
Total Amount of Quotation:			\$	\$	\$	\$	\$	\$	
Payment Terms: (Net 30; Net 20; Net 10):									
Delivery Terms: (Vendor Pays Freight/Agency Pays Freight):									
Delivery Date:									
Awarded to:									
(note purchase order number, if applicable, under awarded vendor)									
<input type="checkbox"/> Check here if selection <u>not</u> based on lowest price and indicate other basis/reason for selection:			<input type="checkbox"/> Delivery Charges		<input type="checkbox"/> Delivery Date		<input type="checkbox"/> Quality		
<input type="checkbox"/> Other (explain):									
Note: The RFQ (request for quotes) should state the selection criteria, i.e.: Qualified quotes will be evaluated & acceptance may be made of the lowest and best quote most advantageous to [Agency Name] as determined upon consideration of such factors as: prices offered; quality of items offered; general reputation & performance capabilities of offerors; substantial conformity with specifications/ other conditions set forth in quote; suitability of articles for the intended use; related services needed; date of delivery & performance; and such other factors deemed by [Agency Name] to be pertinent.									
Other Comments:									
Attach specifications, written vendor quotes/brochures, purchase requisition/order, as applicable, and forward to approval official prior to purchase. If required, submit to NCDOT/PTD along with completed Procurement Checklist for pre-award approval. After purchase is complete, retain this form and all documentation for file.									
Approval	Approval Official (printed name and position title):								
	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 up to five (5) years from the date of project closeout. Funds are available for this purchase and I am authorized to certify at this procurement level.					Signature:		Date Signed:	
	Date submitted to NCDOT/PTD for approval (if required):				Date approved by NCDOT/PTD (if required):				
Receipt	Date Goods/Services Received:		Accepted By:			Satisfactory Condition/Quality: Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Contractor failed to meet contract terms (explain):								
	Would you use/recommend this contractor again?		Yes <input type="checkbox"/>		No <input type="checkbox"/>		Check here if additional contract administration documentation is attached: <input type="checkbox"/>		

Quick-Reference Purchasing Guide

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

< \$3,000

- ◆ 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 (\$3,001 - \$29,999)

- ◆ PTD must review new or adapted specifications prior to solicitation of all “new type” rolling stock.
 - “New-Type” Rolling Stock excludes 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 \$3,000.**

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**
- ◆ 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 of the following procurements ≥ \$30,000. Submit Procurement Checklist and History form, and any other related documentation.**

- “New-Type” Rolling Stock
- All construction related procurements.
- Any “brand name” product or sole source purchase.
- Any contract pending award to other than lowest bidder.

◆ **Procurement Checklist must be submitted to PTD for all procurements ≥ \$30,000.**

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

Formal (Sealed) Bids

(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 for 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: 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.