

Procurement Training

Chris Dodson, NCDOT-IMD Procurement Officer
cbdodson@ncdot.gov
919-707-4676



Procurement

- Procurement Procedures and Guidelines
- Statewide Term Contracts
- Vehicle Purchasing/Disposition



Procurement – Common Items

Capital

- Rolling Stock
- Construction (new facility, renovation, maintenance, etc...)
- Equipment/Supplies (radios, tablets, cameras, etc...)

Operating

- Service contracts
 - Contracted 3rd party transportation such as microtransit, taxis, etc...
 - Janitorial, consulting, etc...



Procurement – Grant Application Phase

- **Price Analysis**
 - Determine that the price of the goods/service is fair and reasonable
- **Submission of quotes**
 - For items not currently available on state contract such as vehicles (or where a price is not already associated on the grant application)
- **Vehicle replacement**
 - Forecasting the need for vehicle types ahead of replacement



Procurement (\$10,000-\$29,999)

- Contact or send requests for quotes to at least 3 responsible vendors
- Quotes can be informal (over the phone or email)
- Procurement Checklist and History Form
- All bids over \$25,000 require a Debarment Certification signed by vendor
- Require E-Verify compliance for any service or installation



Procurement (\$30,000-\$89,999) for
Equipment/Supplies; \$30,000-\$499,999 for
Construction

- Contact or send requests for quotes to at least 3 responsible vendors
- Must receive at least 3 quotes back
- Procurement Checklist and History Form
- All bids over \$25,000 require Debarment Certification signed by vendor
- Require E-Verify compliance for any service or installation
- Buy America certification needed for projects over \$150,000



Procurement Sealed Bid (\$90,000 and above); \$500,000 and above for Construction

- Must advertise bid for at least 7 full days before bid opening
- May use electronic ad, newspaper or both (must have prior agency board approval if solely electronic)
- Procurement Checklist and History Form
- Requires Debarment Certification signed by vendor
- All bids exceeding \$100,000 vendors and/or consultants must sign Lobbying Certification
- Require E-Verify compliance for any service or installation
- Buy America certification needed for all bids involving construction, equipment or materials over \$150,000



Procurement

- **Construction Projects**

All construction related activities over \$10,000. shall require pre-award review and approval by the division before completing the task. The following activities are included, but not limited to, the IMD's pre-award review and approval:

- Planning and Needs Assessment study
- Appraisal of property
- Environmental assessment
- Land acquisition
- Architect or Professional Engineer selection
- Design phases
- Project Management Oversight
- New construction, renovation, or improvements bids and contract award



Procurement Checklist

- Documents a summary of the procurement process
 - Grant funding source
 - Type of procurement (Rolling stock, equipment/supplies, service contract, construction, etc...)
 - Awarded vendor noted
 - Will provide a checklist of appropriate certification needed (Buy America, Lobbying, Debarment Certification, etc...)
 - Note if you are working from an existing state contract



Procurement History Form

- Procurement History Form (reflects how price was determined to be fair and reasonable)
- Must include the following:
 - 3 quotes
 - Project No.
 - Project Period
 - Approved Budget
 - Explanation on how vendor was selected (sole source justification letter needed separately if sole source)
 - Attached quote documentation



2022 New Directors Training

Subrecipient: _____
 Project No.: _____
 Object Code/Line Item No.: _____

IMD
03/21

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 PTD

___ 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 PTD 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>. Then click on the "Federal and State Requirements 2016", where 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 7/18
- Rolling Stock 7/18
- Materials / Equipment / Supplies 7/18
- Operations & Management 7/18

- Professional/ A & E Services 7/18
- Technology/ Goods/ Services 7/18

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> 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 10,000.

PUBLIC TRANSPORTATION DIVISION APPROVAL:

BY: _____ Date: _____
 (Signature)

APPROVED: _____ AMOUNT: _____

COMMENTS: _____



Procurement

- FTA Contract Clauses.....
 - Operation Management
 - Professional/Architectural/Engineering
 - Radio Equipment
 - Technology Goods & Services
 - Rolling Stock
 - Construction
 - Materials & Equipment



Agency Specific Contracts

- Raised Roof Vans – with or without Lifts (9/28/15 -9/27/20)

Contract # **201501047**

Vendor – Creative Bus Sales

- LTV's 20'ft, 22'ft, 25'ft & 28'ft – 10/5/16 – 10/4/2020

Contract # **201600503**

Vendor – Creative Bus Sales

Vendor – Palmetto Bus Sales



Agency Specific Contracts continued.....

Vendor – Interstate Transportation Sales & Service, Inc.

Vendor – Carolina Thomas

- **Transit Bus Equipment # 1 –Mobile Digital Video Recording Systems (3/16/2020 -3/15/2023)**

Contract # **201900485**

Vendor – Apollo Video Technology

Sales Rep, **Veronica Lacy** (972-516-3097)



Agency Specific Contracts continued.....

Vendor – **Seon System Sales**

Sales Rep, **Angela Johnson** (470-509-0908)

Vendor – **IVS Inc, Angel Trax**

Sales Rep, **Sally Klein** (334-692-4600 ext. 4611)

Vendor – **Fortress Mobile**

Sales Rep, **Grayson Hayes** (704-927-6057)

Vendor – **Radio Engineering Industries (REI)**

Sales Rep, **Kevin Hermann** (267-614-5701)

Vendor – **Safety Vision**

Sales Rep, **Carl Buchner** (713-929-1056)



Agency Specific Contracts continued.....

- **Bi-Fuel Propane Conversion Kits** (1/1/19 – 12/31/2022)
Contract # **201800915**
Vendor – Blossman Gas of North Carolina, Inc
Sales rep, **Happy Fox** (828-575-8024)

Vendor – ICOM North America
Sales rep, **Yvonne Guibord** (248-860-1764)

Vendor – Thompson Autogas
Sales rep, **Monte McLeod** (803-609-1172)

Vendor – Parker Gas Co, Inc.
Sales rep, **Daren Parker** (910-592-3942)



Statewide Term Contracts

- NC Purchasing & Contract Search
- <https://ncadmin.nc.gov/statewide-term-contracts>

The Division of Purchase & Contract is dedicated to providing quality products and services at the best available price. A comprehensive list of current Statewide Term Contracts can be found in the table below. An advanced search by contract name, number and/ or keyword can be performed by selecting the applicable links. For inquiries about Statewide Term Contracts, contact us at doa.pchehelpdesk@doa.nc.gov or 919-807-4500.

The Division manages all Non-IT Statewide Contracts. To view the Agency Specific Contracts webpage, [click here](#). The IT Statewide Term Contracts are not included in this listing, please visit the [Department of Information Technology website](#) to view those contracts.

Please note: All contracts listed in the table will not have a contract beginning and ending date. These fields were left blank intentionally due to multi-vendor contract dates. In such cases, please select the contract title link to view the complete synopsis.

Enter Search Keywords

Apply Reset

<u>Term Contract Number</u>	<u>Contract Title</u>	<u>Beginning Contract Date</u>	<u>Ending Contract Date</u>	<u>Contract Administrator</u>	<u>Contract Supplemental Information</u>
					Correction Enterprise Catalog



Statewide Term Contracts

- Examples of Statewide Term Contracts
 - 070A - Vehicles (Passenger, Truck, Van, SUV and Law Enforcement)
 - 863A - New Tires & Tire Related Services (General and Pursuit)

- IT Contracts
 - 725G – Radios (Two-Way), Communications Equipment



Vehicle Types

- LTV w/ or w/o lift (20', 22', 25' and 28')



Procurement

- **Raised Roof Van**



Procurement (LTVs & Raised Roof Vans)

Useful Life

- As of FY20, age of vehicle is no longer calculated into useful life
- Useful life is now set at 100,000 miles for all vehicle types
- This is the mileage that needs to be met to apply to replace this vehicle under an NCDOT-assisted grant
- If your vehicle has not yet met useful life mileage but needs to be replaced, we may consider those replacements on a case-by-case basis



Procurement (LTVs & Raised Roof Vans)

- Order Form Process (LTV's & RR Vans) Available on procurement website & are sent out each FY to eligible transit systems
- Vehicle Delivery (24-hour inspection required by transit system upon delivery) Inspection forms available on procurement website



Procurement

- Disposition
 - Disposition of Vehicles
 - ❖ Disposition process starts when new replacement vehicle is delivered;
 - ❖ The inspection/disposition form is completed for the vehicles and submitted to IMD;
 - ❖ Vehicles that are replaced are to be removed from the fleet and disposed within 60 days;
 - **Mark D or R in AssetWorks Inventory**
 - ❖ Proceeds from the sale may be used as local match for the transportation program
 - All proceeds must be used for transportation needs



Procurement

- **Disposition (New Process for Documentation)**
 - Within 90 days after new vehicle replacement is received, the system must submit disposition information, including:
 - Type of Disposition (Sale or transfer)
 - Odometer reading
 - Name of Recipient/Buyer (private, state agency, county, non-profit, transit agency, etc...)
 - Sales Receipt Date
 - Sale Amount
 - Attachment of bill of sale/sales receipt that contains the following:
Odometer reading, buyer, sale date and sale amount



Procurement

- **Disposition (New Process for Documentation)**
 - A request for disposition information will be sent through Smartsheet by the Procurement Officer in the form of a Smartsheet Update Request
 - This Smartsheet Update Request will be sent upon receipt of vehicle inspection checklist by IMD
 - Information must be submitted to IMD within 90 days
 - If you cannot submit this information within 90 days of receiving your replacement vehicle(s), please notify Procurement Officer of the need for an exception



Procurement

- Disposition
 - Casualty Loss of Vehicles
 - ❖ When a vehicle accident/incident occurs, it must be entered in AssetWorks as soon as possible, **no later than next business day**;
 - Drug & Alcohol testing results must be sent to Safety & Compliance Unit.
 - ❖ A vehicle that is totaled, additional paperwork must be submitted to release title:
 - Drug/Alcohol test – send to staff in Safety & Compliance.
 - Police/Incident Report – send to the Procurement Unit
 - Insurance settlement letter – send to Procurement Unit
 - AssetWorks' incident # - send to Safety & Compliance



Procurement

- Additional Resources
 - [NCDOT Connect Procurement Page](#)
 - FTA Best Practices Procurement Manual
 - FTA Circular 4220.1F (3rd Party Contracting)
 - FTA Circular 5220.1E (Grant Management)
 - FTA Construction Project Mgmt Handbook

