

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

IMD
08/21

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) _____
 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 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> . 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> 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 \$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: _____

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

IMD
08/21

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 (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 \$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 IMD****

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 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>. Then under the "Federal and State Requirements", 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 Request for Informal Written Quotes.

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 written quotes over \$30,000 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 written 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 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.
 - 4. **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.
 - 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. **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.
 - 7. **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.

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 \$30,000

Integrated Mobility Division Approval:

BY: _____
(Signature)

Date: _____

APPROVED: _____ AMOUNT: _____

COMMENTS: _____

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

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>. 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/> 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 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: _____
(Signature)

Date: _____

APPROVED: _____ AMOUNT: _____

COMMENTS: _____

An ICE is not completed using quotes; it is completed using estimates from an independent source, other than for this project. Obtaining invoices from previous similar projects or from projects from other systems or agencies is required.

Grantee/Subrecipient local P.O. #:

Project Grantee Information:

Grantee/Subrecipient Name: _____
 Grantee/Subrecipient Address: _____
 Grantee/Subrecipient Project Contact Name: _____
 Title: _____
 Phone: _____ Email: _____

Project Name and Description: _____

Project Detail:

Procurement Type: <input type="checkbox"/> Materials & Supplies <input type="checkbox"/> Professional Services <input type="checkbox"/> Architecture <input type="checkbox"/> Engineering <input type="checkbox"/> Architecture & Engineering <input type="checkbox"/> Operations & Management <input type="checkbox"/> Construction <input type="checkbox"/> Facility Repair/Rehabilitation <input type="checkbox"/> Rolling Stock (Bus, Fleet Vehicles, etc.) <input type="checkbox"/> Rolling Stock refurbish/rehab <input type="checkbox"/> Other: _____	Date ICE Completed: _____	Date of Project Completion: _____
	Procurement Threshold: <input type="checkbox"/> Micro Purchase <\$10,000 <input type="checkbox"/> Small Purchase \$10,000-\$150,000 <input type="checkbox"/> Request For Proposals (RFP) <input type="checkbox"/> Invitations For Bid (IFB) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Sole Source <input type="checkbox"/> Piggyback <input type="checkbox"/> Non-Competitive Quotation	Project funding Source: <input type="checkbox"/> State Funding <input type="checkbox"/> State Bond Funds <input type="checkbox"/> Federal Funds <input type="checkbox"/> CFDA # _____ <input type="checkbox"/> Combination of Funding Sources: <input type="checkbox"/> State: _____ <input type="checkbox"/> Federal: _____ <input type="checkbox"/> Other: _____ Grant Agreement #: _____ Grant Period: _____
	Contract Type: <input type="checkbox"/> Fixed Price Contract <input type="checkbox"/> Cost Reimbursement Contract <input type="checkbox"/> Time & Material Contract <input type="checkbox"/> Labor Hour Contract	Project Contact Signature: _____

Procurement Costs: (Report Units **OR** Budget Amount)

# of Units: _____ Cost per Unit: _____ Total Cost: \$ _____	Estimated Budget: (Lump sum method) \$ _____
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Estimate has been developed as follows (check all that apply):

- Published catalog or price list (attach pertinent catalog or price list pages – copy page and attach).
- Recent prices for the same or similar item/service (identify contracts, purchase orders, sources, and any pertinent documents (i.e.: dates of awards, etc.). _____
- In-house engineering or technical estimate (see details below).
- Other (specify) _____
- If appropriate, the estimates/prices herein have been made current by adjusting for inflation using the following Producer or Consumer Price Index: _____

It is required that all procurements must submit the ICE and the Solicitation Draft (Scope of Work/RFP/Bid) to the NCDOT-IMD Procurement Unit for approval PRIOR to any solicitation to occur. You will not be in contract compliance if this step is not reviewed and approved prior to solicitation.

An ICE is not completed using quotes; it is completed using estimates from an independent source, other than for this project. Obtaining invoices from previous similar projects or from projects from other systems or agencies is required.

Cost Estimate Details. Details for the estimated price/cost identified are shown below (complete Section A or B).

A

Cost of Standard Items				
Vendor/Cost Source	Product	Unit Cost (\$/ea)	Unit Cost (\$/ea)	Notes
		Delivered	No Freight	

B

Cost of Services, Repairs, or Non-Standard Items								
Item/Task:								
Vendor/Cost Source	Materials	Other Direct Costs	Labor (rate, hours)	Labor Class	Allocated Overhead	SG &A	Profit	Total

NOTE: For complex projects or tasks, attach additional supporting documentation, as appropriate.

- STEP 2:** Presented with this ICE is my;
 Scope of Work
 Request For Quotes Notice
 Request For Proposals
 Invitations For Bid
 Other: _____

It is required that all procurements must submit the ICE and the Solicitation Draft (Scope of Work/RFQ/RFP/Bid) to the NCDOT-IMD Procurement Unit for approval PRIOR to any solicitation to occur. You will not be in contract compliance if this step is not reviewed and approved prior to solicitation.

PROCUREMENT HISTORY FORM

Project No.:		Project Period of Perform. ends:		Budget Object Code:		Item Name:		Approved in Budget: \$		
If cost <\$10,000 indicate below how price was determined to be fair and reasonable: <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				If cost ≥ \$10,000 & < \$30,000 solicit at least 3 quotes (phone quotes acceptable) & document below: 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"/> Warranty/Service		
<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/IMD 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/IMD for approval (if required):				Date approved by NCDOT/IMD (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"/>		