**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):

1. Tabulation of written quotes received. Should receive at least **3** quotes. (list or attach copy):

1. 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.)*
2. 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.

1. 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**](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/***](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 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: Date:

 (Signature)

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

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