

## 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 at least 3 bidders (telephone quotes are acceptable)
- ◆ 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 along with reimbursement request.

### 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 bidders.
- ◆ 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  $\geq$  \$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 along with reimbursement request for all other procurements  $\geq$  \$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; \$100,000 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.