

**Carteret County Government**

**Procurement Check List**

**Purchase and Service Contracts ($10,000-$90,000)**

|  |  |
| --- | --- |
|  | Quotes from “adequate number” of bidders |
|  | M/WBE Solicitation |
|  | Award on fixed-price or not-to exceed basis |
|  | Contract in writing with UG provisions |
|  | Award to lowest, responsible, responsive, bidder |
|  | Document Procedures |

**Purchase and Service Contracts ($90,000 and above)- UG Sealed Bid**

|  |  |
| --- | --- |
|  | Specs available to bidders |
|  | Formal advertising |
|  | Sealed bids |
|  | Public bid opening |
|  | Award to lowest, responsible, responsive, bidder |
|  | Price analysis before bidding |
|  | M/WBE solicitation |
|  | 3-bid minimum |
|  | Award on fixed-price basis |
|  | Contract in writing with UG provisions |
|  | Document procedures |

**Construction and Repair Contracts ($10,000-$249,999)**

|  |  |
| --- | --- |
|  | Quotes from “adequate number” of bidders |
|  | M/WBE solicitation |
|  | Award on fixed-price or not-to- exceed basis |
|  | Contract in writing with UG provisions |
|  | Award to lowest, responsible, responsive, bidder |
|  | Document procedures |

**Construction and Repair Contracts ($250,000-$500,000)**

|  |  |
| --- | --- |
|  | Price analysis before bidding |
|  | Specs available to bidder |
|  | Public advertising |
|  | M/WBE solicitation |
|  | Sealed Bids |
|  | Public bid opening |
|  | 3-bid minimum |
|  | 5% bid bond/ P & P bonds |
|  | Award on fixed-price basis |
|  | Contract in writing with UG provisions |
|  | Award to lowest, responsible, responsive, bidder |
|  | Document procedures |

**Construction and Repair Contracts ($500,000 and above)**

|  |  |
| --- | --- |
|  | Specs available to bidders |
|  | Formal advertising |
|  | Sealed bids in paper form |
|  | M/WBE solicitation |
|  | 3-bid minimum |
|  | 5% bid bond/ P & P bonds |
|  | Award to lowest, responsible, responsive, bidder  Price analysis before bidding |
|  | Contract in writing with UG provisions |
|  | Document procedures |

**State Exceptions Not Allowed Under UG (Can use state contract and group purchasing for micro-purchases below $10,000)**

* Piggybacking
* Group Purchasing Programs
* State Contract
* Sole Source

**You cannot under any circumstance break a purchase into a multiple small purchases to avoid bidding requirements**

**Resources**

M/WBE Solicitation- <https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub/submit-contractor-bid-opportunity-hub>

**Please make sure Ashley has a copy of M/WBE listing**

**\*\*\*Always check sam.gov**