

# PROCUREMENT HISTORY

Date: December 29, 2022

Grantee/Sub-Grantee Name: AEOA/Arrowhead Transit

Grantee/Sub-Grantee Address: 702 3<sup>rd</sup> Ave South, Virginia, MN 55792

Grantee/Sub-Grantee Project Contact Name: Michelle Potter

Title: Procurement Specialist

Phone: 218-748-7319

Email: michelle.potter@aeoa.org

Project Name & Description: Tires CY2023

Project Detail: Purchasing tires for all buses at all garages.

## History Detail

### PLANNING DOCUMENTATION

#### Identified Method of Procurement:

(check the appropriate method of procurement planned)

- Micro Purchase <\$10,000                       Small Purchase \$10,000-\$250,000  
 Request for Quotes  
 Other approved solicitation method within small purchases
- Request For Proposals (RFP)                       Invitations for Bid (IFB)
- Other: \_\_\_\_\_
- Sole Source                       Piggyback                       Non-Competitive Quotation  
 Architectural/Engineering (A&E) Services                       Design-Bid-Build  
 Design-Build

Description of rationale for method of procurement: We need tires for all 125 buses at all of our locations. We need multiple vendors to supply all the tires.

### SOLICITATION DOCUMENTATION

Determination that solicitation is complete and maximizes competition

#### Solicitation Document developed:

- Micro Purchase (with federal funding) -- Scope of Work  
 RFQ --- Request for Quotes  
 RFP --- Request for Proposals (formal solicitation)  
 Best Value Requirement  
 Timeline/ Table of Contents  
 Required Attachments: (check all that are applicable)  
 Federal Clauses and Certifications  
 Do not unduly restrict competition  
 Identify all requirements that offerors must fulfill  
 Identify all factors to be used in evaluation of proposals  
 Non-Collusion Declaration
- IFB --- Invitation For Bid (low Bid, no review requirement)  
 Sole Source  
 Sole Source Justification (attached)  
 Sole Source Cover Letter (attached)

# PROCUREMENT HISTORY

Functional Requirements (ITS)

Completion of Independent Cost Estimate – Date submitted: 10/11/2022

Completion of Solicitation document – Date submitted: 10/11/2022

Written approval from Project Manager to proceed to solicitation – Date: 11/10/2022

Number of potential bidders/proposers notified: 3 Date released: 11/22/2022

Method used to solicit potential bidders/proposer

Local Newspaper – number      Print dates:       MN State Register: print dates:     

Attached Affidavits of Publication

Agency Website     

Known Providers: number: 3 via:  email  via mail

Other means (specify):     

Attached copies of Notices sent to bidders/proposers

Number of proposals/bids received: 3 Date Proposals/bids Due: 12/7/2022

Analysis for procurements above the simplified acquisition threshold:

Price Analysis Date completed:      Submitted:     

Cost Analysis Date completed:      Submitted:     

## CONTRACT MANAGEMENT

### Identified Selection of Contract Type:

Firm Fixed Price Contract or Fixed Price Contract  
(Firm Fixed to lowest responsive and responsible bidder/  
Fixed Price based on negotiation of cost estimates)

Cost Reimbursement  
(Contract for projects where the requirement can only be  
defined over a period of time. AKA: On-call, task order  
Use only when uncertainties involved in contract  
performance do not permit costs to be estimated with  
sufficient accuracy to use any type of fixed price contract.

Time & Materials  
(cost-plus-fixed-fee. Restricted: only permitted to use; 1) determine no  
other type of contract is suitable; and 2) contract specifies a ceiling price  
that the contractor will not exceed except at its own risk)

**\*\* Cost Plus Percentage of Cost Contracts are Prohibited**

Describe Method and Rationale for selection of contract type: We will use all 3 vendors as we need vendors across all our counties. One vendor may not have the tire we need on hand and the other vendor may have it in stock at the time of needing it.

(i.e.: This project was released as an RFP as staff required specifications with evaluation and best value approach and was advertised in public newspapers of general circulation, via agency website, and in Construction Exchange listing)

Successful contractor identified: Taconite Tire, Pomp's Tire and Duluth Tire.

Basis for selection: We need to have a quick turn-around time for getting tires. We need to have multiple so if one vendor is out of the kind of tire we need, one of the others should have them in stock.

# PROCUREMENT HISTORY

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- Responsibility Determination completed for successful contractor.
- Excluded Parties List System was verified at <https://www.sam.gov>
- Attached search page results (must show date of search)

Name of Bidder/Proposer Not Recommended	Reason for Rejection
NA	

- Submittal of proposer documentation and review materials for MnDOT Review  
– Date submitted: 12/13/2022
- Written approval from Project Manager to proceed to Contract Award – Date submitted: 12/21/2022

The basis for the contract cost or price awarded: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Formal Contract Provides the following:**

- Outlines terms, conditions, parties involved, and dates contract commences and is completed.
- Signed and dated by both parties
- Specifications – Referenced in its entirety, including all attachments
  - Proposal (in its entirety)
    - all required attachments completed and submitted
    - price proposal  bid
    - operations budget workbook (includes narrative and price breakdown)
    - other: \_\_\_\_\_
- Attached Federal Clauses (completed and signed)
- Attached Debarment and Suspension Certification (completed and signed)
- Attached Lobbying Certification (completed and signed)
- Attached Disadvantaged Business Enterprises (DBE) Special Provisions
  - Bidders Form (for both RGN or for a Goal)
  - DBE Goal – required paperwork and compliance requirements