

In It to Win It: How to Bid with State and Local Agencies

Hosted By: Raleigh-Durham Airport Authority



Raleigh-Durham Airport Authority



Presenters

- David O'Neal & Kimberly Williams,
**NC Dept. of Administration, Division of
Purchase & Contract**
- Pamela Gales, **Wake County Public Schools**
- Keisha Davis, **Durham County**
- Lekesha R. Shaw, **City of Raleigh**
- Jonathan Hawley & Deborah Giles, **City of Durham**
- Christopher Rosette, **Raleigh-Durham Airport Authority**
- Thiané Carter, **Raleigh-Durham Airport Authority**



North Carolina Department of Administration Division of Purchase and Contract

David O'Neal & Kimberly Williams, Deputy State Purchasing Officers



Raleigh-Durham Airport Authority



How to Do Business with the State

Division of Purchase & Contract

Today's Presenter:

David O'Neal, Deputy State Purchasing Officer

Kimberly Williams, Deputy State Purchasing Officer



Learning Objectives

- Explain the purpose of the Division of Purchase & Contract
- Describe how to become a registered Vendor
- Describe how to register with the HUB office
- Provide link for online module “How to Do Business with the State”
- Tips for Submitting a Solicitation Response



Division of Purchase & Contract

- Serves as central procurement authority
- Oversees purchasing for all state agencies, institutions, community colleges and universities
- Establishes Statewide Term Contracts
- Offers training to Purchasers and Vendors





Who is Subject to P&C Rules?

State Agencies

Institutions

Community Colleges

UNC-System Universities

NC School of the Arts

NC School for Science & Math

NCGS Chapter 143, Article 3



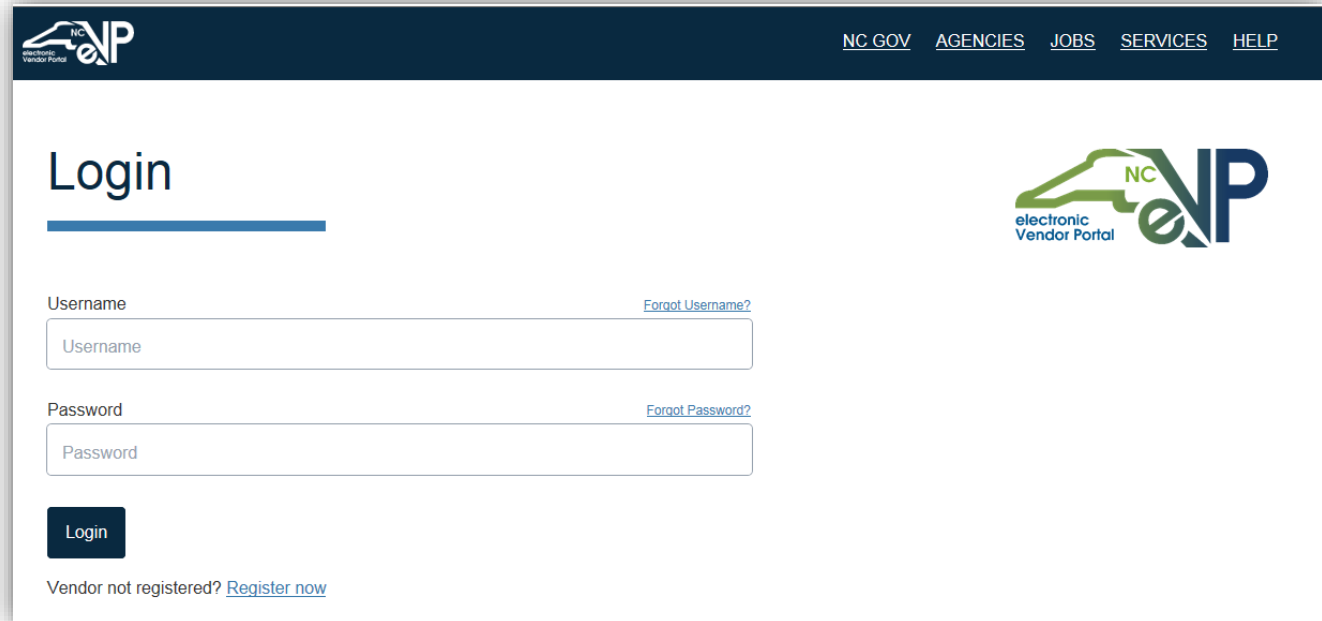
Who is NOT Subject to P&C Rules?

Public Schools
Charter Schools
Local Government
County Government
City Government
Town Government

NCGS Chapter 143, Article 8

Becoming a Registered Vendor

- The URL to the *NC eVP login page* is:
<https://vendor.ncgov.com>.
- First time users must create a username and password.



The screenshot shows the NC eVP Login page. At the top, there is a dark blue header with the NC eVP logo on the left and navigation links (NC GOV, AGENCIES, JOBS, SERVICES, HELP) on the right. The main content area is white. On the left, the word "Login" is displayed in a large, bold, dark blue font, followed by a horizontal blue line. To the right of the "Login" text is the NC eVP logo. Below the "Login" text, there are two input fields: "Username" and "Password". Each field has a placeholder text (Username, Password) and a "Forgot" link (Forgot Username?, Forgot Password?) to its right. Below the input fields is a dark blue "Login" button. At the bottom of the page, there is a link for "Vendor not registered? Register now".



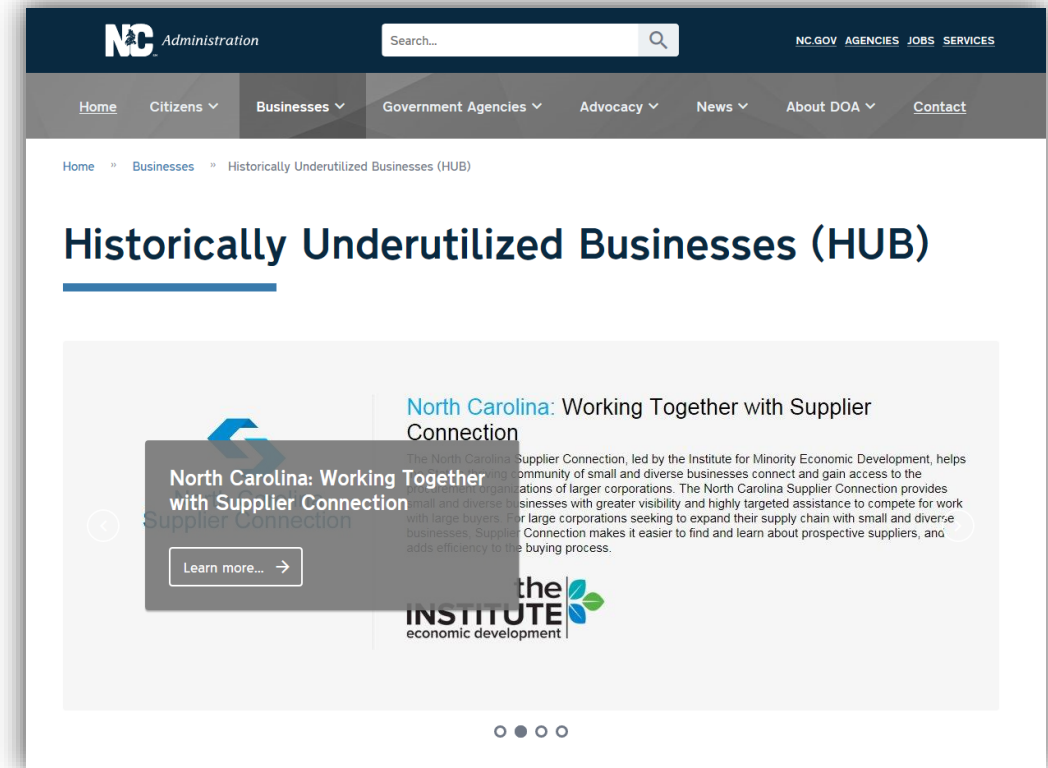
HUB Certification

Website:

<https://ncadmin.nc.gov/businesses/hub>

Telephone: (984) 236-0130

Email: huboffice.doa@doa.nc.gov



Online Module

The URL to the *DOA P&C* online module for “How to do Business with the State”

<https://ncadmin.nc.gov/government/procurement/online-vendor-training>



E-LEARNING



[How to do Business with the State](#)
PURCHASE & CONTRACT



[NC BIDS for Vendors](#)
PURCHASE & CONTRACT



[Converting Excel to PDF](#)
PURCHASE & CONTRACT




Tips for Submitting a Solicitation Response

- Read solicitation very carefully and thoroughly
- Ensure you follow submission method instructions clearly
- Pay attention to the following words: must, shall, will, required, mandatory, etc.
- Follow directions precisely
- Prepare detailed and organized responses
- Do not assume the state has previous knowledge of your company, products, or services
- Follow the guidance in the solicitation document regarding questions and required bid/proposal response content

Tips for Submitting a Solicitation Response

Example of a Solicitation Cover Page



STATE OF NORTH CAROLINA
Division of Purchase & Contract
Invitation for Bid #: 201500727
Chemicals for Manufacturing Janitorial and Laundry Products
(Tergitol NP-9 and Glycol Ether EB)
Date of Issue: May 13, 2015
Bid Opening Date: May 28, 2015
At 2:00 PM ET
Direct all inquiries concerning this IFB to:
Sally Purchaser
Category Manager
Email: [sally.purchaser@doa.nc.gov]
Phone: [919-555-5555]

Retain the bid number for future inquiries such as tabulation and award.

Read the bid *thoroughly* for all requirements.

Contact person listed on the solicitation for questions.



Tips for Submitting a Solicitation Response

MAILING ADDRESS FOR DELIVERY OF BID VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, HAND DELIVERY, OVERNIGHT DELIVERY OR BY ANY OTHER CARRIER
BID NUMBER: _____ Attn: [Contract lead] NC DEPARTMENT DIVISION OF ADDRESS	BID NUMBER: _____ Attn: [Contract Lead] NC DEPARTMENT DIVISION OF ADDRESS

Note that the U.S. Postal Service does not deliver mail to the specified office address but to the State's Mail Service Center. Vendors are cautioned that bids sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the agency's purchasing office on the due date in time to meet the bid deadline. All Vendors are urged to take the possibility of delay into account when submitting a bid. **Attempts to submit a bid via facsimile (FAX) machine, telephone or e-mail, in response to this IFB shall NOT be accepted.**

[NC BIDS]

If applicable to this IFB and using NC BIDS, all bid responses shall be submitted electronically via the North Carolina Business Invitation Delivery System (NC BIDS). For additional information, please view the [NC BIDS Website for Frequently Asked Questions and Training](#) or email NCBIDS@doa.nc.gov.

[Below language should be included whether submitting via NC BIDS or Mail]

Failure to submit a bid in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's bid(s).

Critical updated information may be included in Addenda to this IFB. It is important that all Vendors bidding on this IFB periodically check the State's IPS website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this IFB and all Addenda thereto.

Contact with anyone working for or with the State regarding this IFB other than the State Contract Lead named on the face page of this IFB in the manner specified by this IFB shall constitute grounds for rejection of said Vendor's offer, at the State's election.



Tips for Submitting a Solicitation Response

2.7 BID CONTENTS

Vendors **shall** populate all attachments of this IFB that require the Vendor to provide information and **shall** include an authorized signature where requested. Vendor response to this IFB **shall** include each of the following items and these items should be arranged in the following order:

[Below, list the contents that should be included in the bid, in the order they should be organized by the Vendor. A list of potential contents has been included below but should be modified as needed. Generally, all items listed below should be returned.]

- a) Completed and signed version of EXECUTION PAGE, along with the body of the IFB and signed receipt pages of any addenda released in conjunction with this IFB (if required to be returned).
- b) Completed version of ATTACHMENT A: PRICING FORM
- c) ATTACHMENT B: INSTRUCTIONS TO VENDORS
- d) ATTACHMENT C: NORTH CAROLINA GENERAL CONTRACT TERMS AND CONDITIONS
- e) Completed version of ATTACHMENT D: LOCATION OF WORKERS UTILIZED BY VENDOR
- f) Completed and signed version of ATTACHMENT E: DESCRIPTION OF EXECUTIVE ORDER #50 form that confirms that a price matching opportunity is requested *[Buyer to delete this attachment if not applicable]*
- g) Completed and signed version of ATTACHMENT F: CERTIFICATION OF FINANCIAL CONDITION
- h) Completed and signed version of ATTACHMENT G: SUPPLEMENTAL VENDOR INFORMATION



Tips for Submitting a Solicitation Response

2.7 PROPOSAL CONTENTS

Vendors **shall** populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses **shall** include the following items and those attachments should be arranged in the following order:

a) COVER LETTER

b) TITLE PAGE: Include the company name, address, phone number and authorized representative along with the Proposal Number.

c) EXECUTION PAGES and any **ADDENDA** released in conjunction with this RFP that requires the Addenda to be returned. These **must** be completed and signed. **Failure to comply will result in your bid being disqualified.**

d) EXECUTIVE SUMMARY: The executive summary **shall** consist of highlights of the general contents of the proposal, and shall clearly state

e) CORPORATE BACKGROUND AND EXPERIENCE: This section **shall** include background information on the firm submitting the proposal, the firm's ability to carry out all phases of the proposal,

f) PROJECT ORGANIZATION: This section **must** include the proposed staffing, deployment, and organization of personnel to be assigned to this project. The Vendor **shall** provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

g) TECHNICAL APPROACH: This section **shall** include and be completed in the following sequence:

-Project Goals and Objectives- Specifically describe how the proposed project will address.....



Tips for Submitting a Solicitation Response

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the State to receive a better proposal, the Vendor is urged and cautioned to submit these items in the form of a question during the question and answer period in accordance with Section 2.5.

5.0 SCOPE OF WORK

[The following Sections should be adapted, as appropriate for the particular services to be performed.]

[The description of the work to be performed is the most important part of the RFP. It is essential that the client Agency analyze the work to be done thoroughly so that the Vendor can be given detailed information on the background and need for the services or study as well as explicit guidance on the nature and scope of the work. Without this information and guidance, it is unlikely that the Vendor will be able to submit a responsible proposal and ultimately perform the work satisfactorily.]



Tips for Submitting a Solicitation Response

5.0 PRODUCT SPECIFICATIONS

5.1 SPECIFICATIONS

The term “specification” refers to a description of the characteristics of a commodity or service. Specifically, it is defined as the explicit requirements, furnished with a solicitation upon which a purchase order or contract is to be based. Specifications set forth the characteristics of the goods and services to be purchased so as to enable the Vendor to determine and understand that which is to be supplied. The information below may be in the form of a description of the physical, functional, or performance characteristics, a reference brand name or both. It may include a description of any requirement for inspecting, testing, or preparing a material, equipment, supplies, or service for delivery. Specifications are to be written so as to not restrict bidding but encourage open competition. The goal is to invite maximum competition.



Tips for Submitting a Solicitation Response

The following Sections shall be completed *if* a resident Vendor is requesting a price-matching opportunity:

PART I – EO50

Vendor shall check the applicable boxes below, in order to be considered for the price-matching opportunity under Executive Order #50 and G.S. 143-59(c)(1).



Questions?



Conclusion

Thank you for helping us provide needed goods and services to our state!





How to Do Business with the State

Division of Purchase & Contract

Wake County Public Schools

Pamela Gales, HUB Program Manager

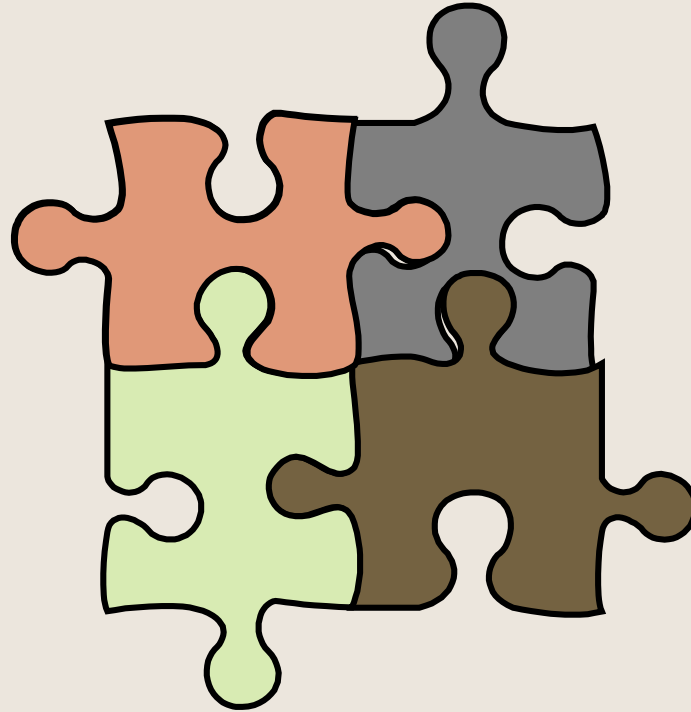


Raleigh-Durham Airport Authority

UNDERSTANDING GOVERNMENT PROCUREMENT

Government Procurement

Putting the Pieces of the Puzzle Together



Pamela Gales, CLGPO, ECMCA
Wake County Public School System

WCPSS Supplier Diversity Core Beliefs

1. **What is Supplier Diversity:** It is the practice of intentionally including MWBE's when procuring goods, services or construction projects.
2. **Who are diverse suppliers:** Small minority-owned, women-owned, and disabled businesses.
3. **What constitutes "including a diverse supplier"?:** Including a diverse supplier means ensuring diverse suppliers are invited to participate in all contracting opportunities.
4. **Why is supplier diversity important?:** Opening procurement opportunities to suppliers from a variety of backgrounds, viewpoints, and experiences can yield better business outcomes for WCPSS. Using a larger and broader pool of potential vendors creates greater competition, provides new and innovative business solutions, and economically empowers the diverse communities in which WCPSS operates. In other words, it makes good business sense for WCPSS to engage in supplier diversity.

Objectives:

1. Learn the different types of bids
2. Learn the types of competitively bid contracts
3. Learn how contracts are awarded
4. Learn types of service contracts

Types of Competitively Bid Contracts

When Is a Contract Needed?



All formal bids



All construction bids



Most services

Four Types of Formal and Informal Solicitations

- ▶ Supplies, Materials, and Equipment
- ▶ Construction or Repair
- ▶ Services
- ▶ Professional Services

Formal Bids are usually:

sealed competitive bids
advertised

opened in public

approved by Board

awarded to lowest
responsible responsive
bidder

Informal Bids are usually:

Obtained by telephone, fax, email, or can
be sealed competitive bid

Not advertised

Subjected to public inspection after award

Awarding Competitively Bid Contracts

Determining the Lowest Responsive Responsible Bidder

Lowest Cost: Determine which bid has the lowest proposed cost.

1. **Responsive Bid:** Is lowest bid responsive?

- ✓ Bid meets applicable **legal requirements**.
- ✓ Bid **conforms “substantially”** to the bid specifications.

Note: If the bid does not conform completely to the specifications, ask if it's fair to the other bidders to waive the defect/irregularity:

- Would waiving the defect/irregularity give the bidder an **advantage** over the other bidders?
- Would other bidders **change their bids** if they could use the same defect/irregularity?

*If no unfair competitive advantage, the bid conforms “substantially” to the specifications.

*If low bid is not responsive, **reject** and evaluate second lowest bid to determine if it is responsive.

If second lowest bid is not responsive, **reject** this bid and **repeat** with third lowest bidder, and so on.

Determining the Lowest Responsive Responsible Bidder Cont.

2. Responsible Bidder: Is lowest bidder responsible, considering the quality, performance and the time specified for performance in the bidder's proposal?

- ✓ Bidder has the **skill, judgment, and integrity** necessary to faithfully perform the contract.
- ✓ Bidder has sufficient **financial resources** to perform the contract.
- ✓ Bidder has the **ability** to perform the contract.

*If lowest bid is responsive and lowest bidder is responsible, you may **recommend awarding** the contract to this bidder.

Note: If the cost of the bid is in excess of funds available and bidder agrees to negotiate, may negotiate with bidder to bring within budget so long as scope of project is not substantially modified (*G.S. 143-129(b)*).

*If low bid is responsive but the bidder is not responsible, **reject** and evaluate second lowest bid to determine if it is responsive and the bidder is responsible. If not, **reject** this bid and **repeat** with third lowest bidder, and so on

REQUEST FOR PROPOSALS

Services & Information Technology Goods

A solid orange horizontal bar spanning the width of the slide, located at the bottom.

Request For Proposal (RFP)

- 1) Governments are not required to bid out services; (aside from design services, which use the RFQ process);
- 2) Request for proposals focus on factors other than price;
- 3) Use the RFP to process for the purchase of services and information technology goods;
- 4) Allows the government entity to establish their own evaluation criteria (i.e., evaluating vendors based on how well their product meets the entity's needs);
- 5) Able to award the contract to the vendor “that submits the best overall proposal”;
- 6) The government entity decides how:
 - Ø The proposals are evaluated
 - Ø What the timeline is
 - Ø Whether to advertise or not
 - Ø Whether to open proposals in public or not

REQUEST FOR QUALIFICATIONS

Professional Services

Request For Qualification (RFQ)

- 1) [G.S. 143-64.31](#) (sometimes referred to as the “Mini-Brooks Act” because it’s based on a federal law called the “Brooks Act”) requires local governments to procure architectural, engineering, surveying, or construction-management-at-risk services—regardless of the contract amount—by focusing on *qualifications* rather than price.

Defines procurement process for:

- Architectural
- Engineering
- Surveying
- CM@R (Construction Manager at Risk)
- Design Build
- PPP (Public Private Partnership)

- 2) Government entities can also use qualifications-based solicitations (or some variation thereof) for other types of services. Again, since the general statutes **don’t require the use of a specific process (or any process) for procuring services**, the process they use is up to them (as long as they comply with their local policies or grant terms, if they’re using grant funding).

Pamela Gales
Hub Program Manager
Equity Affairs
Wake County Public School System
1429 Rock Quarry Road, Ste 116
Raleigh, NC 27610

Office: 919-588-3574
Cell: 919-368-1618

Questions?



Durham County MWBE Program

Keisha Davis, MWBE Coordinator



Raleigh-Durham Airport Authority



MWBE PROGRAM

PROGRAM OVERVIEW



- **Encourage**
 - Economic inclusion in the procurement of goods and services in accordance with **Durham County's MWBE Ordinance**
- **Assist**
 - **Internal and external** stakeholders with creating strategic relationships
 - Stakeholders in overcoming contracting barriers
 - HUB certification and business development assistance
 - Outreach and training events
- **Inform**
 - Social media- Facebook **@DcoMWBE**
 - Monthly bulletin/newsletter- to subscribe email **kjdavis@dconc.gov**
 - MWBE website- www.dcpurchasinggroup.com
 - eBid vendor registration portal – [Bid Opportunities](#)

WHO IS A M/WBE?

Minority or woman owned business enterprise

In accordance with the Durham County MWBE Ordinance any business that falls within one of the categories below and is certified by the NC DOA's HUB office are M/WBE contractors.

- Minority means an individual who is a citizen or lawful permanent resident of the United States and who is:
 - (1) African American. – A person having origins in any of the black racial groups of Africa.
 - (2) Asian American. – A person having origins in any of the original peoples of the Far East, Southeast Asia, Asia, Indian continent, or Pacific islands.
 - (3) Hispanic American. – A person of Spanish or Portuguese culture having origins in Mexico, South or Central America, or the Caribbean islands, regardless of race.
 - (4) Native American. – A person having origins in any of the original Indian peoples of North America.
- WBE means an M/WBE which is a woman-owned business enterprise.



BID TYPES AND DOLLAR THRESHOLDS

GOALS

Overall MWBE Participation
Goal = 25%



Formal Bids	Dollar Thresholds
Construction and repair contracts	\$500,000 and above
Purchase of apparatus, supplies, materials, and equipment	\$90,000 and above
Services	\$40,000 and above (however, not required by law)
Architect, engineer, surveyor, or construction manager at risk	"Best qualified" selection procedure unless exempted.
Informal Bids	Dollar Thresholds
Construction and repair contracts	\$30,000 to \$499,999
Purchase of apparatus, supplies, materials, and equipment	\$30,000 to \$89,999
Services	\$30,000 to \$39,999



BID OPPORTUNITIES INFORMATION



We request that all current and potential vendors register in the eBid system and select commodity codes pertaining to their area of interest in order to automatically receive emails when solicitations are issued by the Purchasing Division. For now, vendors are required to submit responses to solicitations in hard copy.

EBID VENDOR REGISTRATION



CONTACT INFORMATION

WWW.DCPURCHASINGGROUP.COM

Keisha Davis
MWBE Coordinator

Phone
919-560-0058

Email
kjdavis@dconc.gov

City of Raleigh MWBE Program

Lekesha R. Shaw, Acting MWBE Program Manager & Maria Torres, MWBE Coordinator



Raleigh-Durham Airport Authority

Doing Business with the City of Raleigh





Registering to Do Business with the City

Raleigh Supplier Connection – Take the 1st step

- Register your company through the City's Raleigh Supplier Connection
- The Raleigh Supplier Connection self-service portal is the single source of information for companies looking to do business with the City of Raleigh
- Information provided during the registration process will increase the visibility of your company to all departments



Registering to Do Business with the City

<https://raleighnc.gov/services/doing-business/doing-business-city>

Registering to Do Business with the City

The first step for companies interested in doing business with the City is registering your company through the City's Raleigh Supplier connection [self-service portal](#).

The Raleigh Supplier connection [self-service portal](#) is the single source of information for companies looking to do business with the City of Raleigh. The information provided during the registration process will increase the visibility of your company to all departments.



The Bidding Process

Goods (supplies, apparatus and equipment including lease purchases)

TOTAL AMOUNT OF PURCHASE	PROCUREMENT METHOD	SOLICITATION REQUIREMENTS
Up to \$5,000	Informal Quote	User Department obtains one or more verbal, fax, online quote.
\$5,000.01 to <\$30,000	Informal Bid	User Department attempts to obtain at least 3 written bids.
\$30,000 to <\$90,000	Informal Bid	Procurement Division attempts to obtain at least 3 written bids.
\$90,000 and above	Formal Bid	Procurement Division attempts to obtain at least 3 sealed bids.



The Bidding Process

Request for Qualifications (RFQ)

(only for architectural, engineering, design, surveying, & construction management at risk)

TOTAL AMOUNT OF PURCHASE	PROCUREMENT METHOD	SOLICITATION REQUIREMENTS
All	Request for Qualifications (RFQ)	User Department solicits qualifications and selects highest ranked firm.



The Bidding Process

Request for Proposals (all other services)

TOTAL AMOUNT OF PURCHASE	PROCUREMENT METHOD	SOLICITATIONS REQUIREMENTS
Up to \$5,000	Informal Quote	User Department obtains one or more verbal, fax, online quote.
\$5,000.01 to <\$50,000	Informal RFP	User Department obtains one or more documented written quote.
\$50,000 and above	Formal RFP	User Department solicits for three or more sealed proposals to conduct RFP process and selects highest ranked proposer.



The Bidding Process

Construction and Repair

TOTAL AMOUNT OF PURCHASE	PROCUREMENT METHOD	SOLICITATION REQUIREMENTS
Up to \$5,000	Informal Quote	User Department obtains one or more verbal, fax, online quote.
\$5,000.01 to <\$500,000	Informal Bid	User Department obtains one or more documented written bids.
\$500,000 and above	Formal Bid	User Department attempts to obtain at least 3 sealed bids. If at least 3 bids are not received by bid due date, must advertise again.



The City of Raleigh's Minority Participation Goals

- The City of Raleigh encourages and provides equal opportunity for certified Minority and Women-Owned Business Enterprise (MWBE) businesses to participate in all aspects of the City's contracting and procurement programs to include - Professional Services; Goods, and Other Services; and Construction.

Construction Projects \$300K and above:

- The City has adopted a goal of 15% for participation by minority and women-owned businesses in order to reach the stated goal.



Submitting a Successful Proposal/Bid

Tips and Best Practices

Dates, Deadlines and Locations

- Pre-bid meeting date
 - Attend pre-bid meetings (especially if they are mandatory)
 - Ask questions during the meeting (everything is public)
- Questions due date for addenda
- Bid opening meeting date
- Construction duration

Forms

- Submit all required documents
- Clear and legible writing
- Double check dollar amounts and math
- Check all blanks
- Check signature requirements and dates
- Check corporate seal requirements



Submitting a Successful Proposal/Bid

Tips and Best Practices

Thorough Review of Bid Documents

- Before pre-bid meeting and bring questions to pre-bid
- General and supplemental conditions
- Bond and insurance requirements
- Standard contract template
- All addenda
- Review and follow all instructions

Bid Submittal Checklist

- If not provided, ask for the submittal checklist

Ask questions when in doubt

- Pay attention to deadlines for questions

View Interactive Purchasing System (IPS) for Bids, RFPs and RFQs

<https://www.ips.state.nc.us/ips/OpenBidSearch.aspx>



Submitting a Successful Proposal/Bid

Contact Information – MWBE Program Staff

Acting MWBE Program
Manager:

Lekesha R. Shaw
lekesha.shaw@raleighnc.gov

MWBE Coordinator:

Maria Torres
maria.a.torres@raleighnc.gov

Contact Information:

MWBE Program Office
(919) 996-4330

Procurement Office
(919) 996-3240

SupplierConnection@raleighnc.gov

City of Durham Purchasing Department

Jonathan Hawley, Team Lead



Raleigh-Durham Airport Authority



How To do Business with





Introduction



TYPES OF THINGS THE CITY BUYS

KNOW YOUR CLIENT

- VEHICLE
- AUTO PARTS
- PIPES
- BUS SIGNS
- OFFICE SUPPLIES
- OFFICE FURNITURE



TYPES OF THINGS THE CITY BUYS (Cont.)

- GYM EQUIPMENT
- POLICE EQUIPMENT
- FIRE EQUIPMENT
- FUEL
- PROFESSIONAL SERVICES
- CHEMICALS FOR PLANTS
- COMPUTER HARDWARE
- COMPUTER SOFTWARE



TYPES OF THINGS THE CITY BUYS (Cont.)

- CONSTRUCTION
- PROFESSIONAL SERVICES-
CONSULTING,ENGINEERING, AND
ARCH.
- PARKS AND REC EQUIPMENT
- PLAYGROUND SANDS
- ETC.....

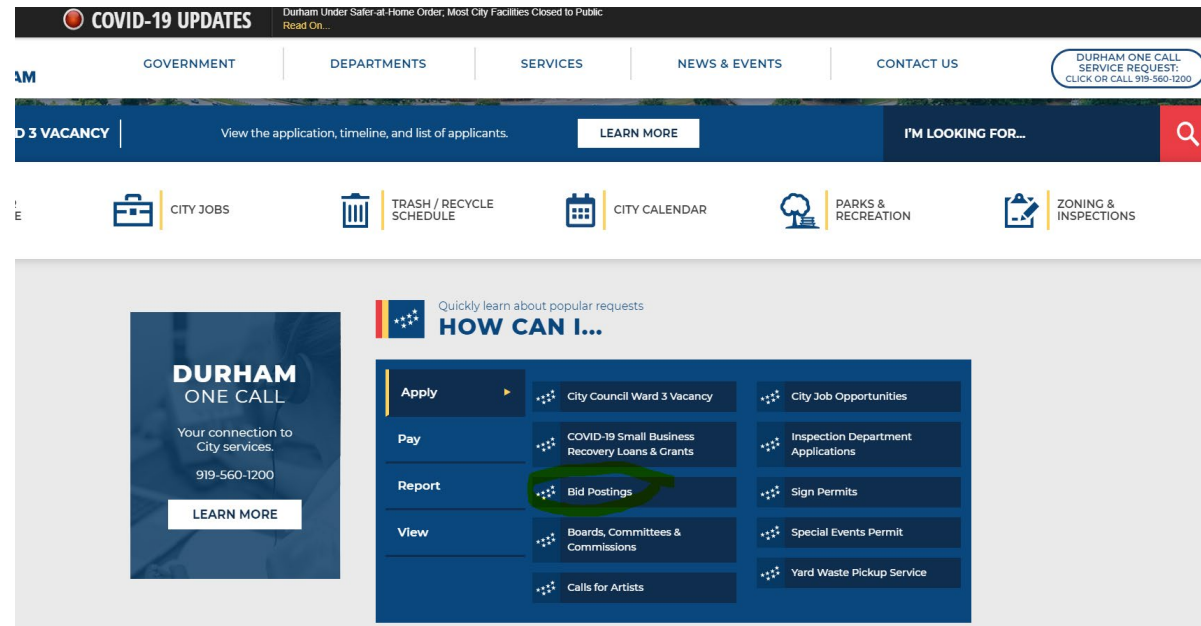


Where do you find Bids information?

[Our website](#)

<https://durhamnc.gov/>

Go to “How Do I”





Where do you find Bids information? (Cont.)

Go to “Bid Postings”

Show Closed/Awarded/Cancelled Bids: ☐

The following is a listing of various bid postings. Click on any of the titles for the details on that particular bid.

Construction Bids		11 Bids
CELESTE CIRCLE LIFT STATION IMPROVEMENTS	Status: Open	
***** PRE-BID DUE DATE, TIME, AND LOCATION: THURSDAY, AUGUST 20, 2020 AT 2:00 PM VIA CONFERENCE CALL ***** BID DUE DATE, TIME, AND LOCATION: THURSDAY, ... [Read on]	Closes: 9/10/2020 2:00 PM	
CREST STREET RESTROOM PROJECT - REBID	Status: Open	
*****PRE-BID MEETING DATE, TIME AND LOCATION: THURSDAY, AUGUST 20TH, 2020 AT 100:00 AM, 2503 CREST ST, DURHAM, NC 27705 ***** BID DUE DATE, TIME AND LOCATION: ... [Read on]	Closes: 8/28/2020 2:00 PM	
DURHAM PARKS AND RECREATION ADMIN BUILDING FIRE ALARM REPLACEMENT	Status: Open	
***** PRE-BID CONFERENCE DATE, TIME AND LOCATION: TUESDAY, AUGUST 4TH, 2020 AT 2:30P VIA MICROSOFT TEAMS ***** BID DUE DATE, TIME AND LOCATION: WEDNESDAY, SEPTEMBER... [Read on]	Closes: 9/9/2020 3:00 PM	
INVITATION TO BID - GODURHAM ELECTRIC BUS CHARGING	Status: Open	
**** PRE-BID CONFERENCE DATE, TIME AND LOCATION: FRIDAY, AUGUST 7TH, 2020 AT 9:00 AM, 1820 N. MIAMI BLVD., DURHAM, NC 27704 ***** BID DUE DATE, TIME AND LOCATION: ... [Read on]	Closes: 8/25/2020 2:00 PM	
INVITATION TO BID - RENOVATIONS TO WD HILL AND WEAVER ST. PARK RECREATION CENTERS	Status: Open	
***** PRE-BID CONFERENCE DATE, TIME AND LOCATION: TUESDAY, JULY 28,2020 AT 2:00PM, OUTSIDE OF WD HILL RECREATION CENTER***** BID DUE DATE, TIME AND LOCATION: TUESDAY... [Read on]	Closes: 8/18/2020 2:00 PM	
INVITATION TO BID FOR THE CM HERNDON PARK - FIELD CONVERS	Status: Open	
***** PRE BID CONFERENCE DATE, TIME AND LOCATION: WEDNESDAY, AUGUST 5TH, 2020 AT 3:00PM, CM HERNDON PARK, 511 SCOTT KING ROAD, DIRHAM, NC ***** BID DUE DATE, TIME: ... [Read on]	Closes: 8/25/2020 2:00 PM	
INVITATION TO BIDDERS - DURHAM POLICE DEPARTMENT FIRING RANGE TOILET FACILITY	Status: Open	
***** PRE-BID CONFERENCE DATE, TIME AND LOCATION: TUESDAY, AUGUST 11TH, 2020 AT 10:00AM, VIRTUAL CONFERENCE, PLEASE CONTACT GENERAL SERVICES FOR DETAILS **** ***** BID... [Read on]	Closes: 9/3/2020 2:00 PM	
PETITION SEWER ON GARRETT AND MIMOSA 2020	Status: Open	
Bid No. WS-85 Virtual Pre-Bid Meeting: Friday August 28, 2020, at 3:00 PM, via Zoom, link will be provided in the project webpage: ... [Read on]	Closes: 9/14/2020 3:00 PM	
PETITION STREETS 2021	Status: Open	



Where to find Bids information? (Cont.)

***** PRE-BID CONFERENCE DATE, TIME AND LOCATION: TUESDAY, JULY 28, 2020 AT 2:00PM, OUTSIDE OF WD HILL RECREATION CENTER***** BID DUE DATE, TIME AND LOCATION: TUESDAY... [Read on]	Status:	Open
INVITATION TO BID FOR THE CM HERNDON PARK - FIELD CONVERS	Closes:	8/18/2020 2:00 PM
***** PRE BID CONFERENCE DATE, TIME AND LOCATION: WEDNESDAY, AUGUST 5TH, 2020 AT 3:00PM, CM HERNDON PARK, 511 SCOTT KING ROAD, DURHAM, NC ***** BID DUE DATE, TIME... [Read on]	Status:	Open
INVITATION TO BIDDERS - DURHAM POLICE DEPARTMENT FIRING RANGE TOILET FACILITY	Closes:	8/25/2020 2:00 PM
***** PRE-BID CONFERENCE DATE, TIME AND LOCATION: TUESDAY, AUGUST 11TH, 2020 AT 10:00AM, VIRTUAL CONFERENCE, PLEASE CONTACT GENERAL SERVICES FOR DETAILS ***** BID... [Read on]	Status:	Open
PETITION SEWER ON GARRETT AND MIMOSA 2020	Closes:	9/3/2020 2:00 PM
Bid No. WS-85	Status:	Open
Virtual Pre-Bid Meeting: Friday August 28, 2020, at 3:00 PM, via Zoom, link will be provided in the project webpage: ... [Read on]	Closes:	9/14/2020 3:00 PM
PETITION STREETS 2021	Status:	Open
Bid No. ST-286	Closes:	9/14/2020 2:00 PM
Virtual Pre-Bid Meeting: Thursday August 27, 2020, at 3:00 PM, via Zoom, link will be provided in the project webpage: ... [Read on]	Status:	Open
READVERTISEMENT FOR ROCK QUARRY PARK UPGRADES	Closes:	8/24/2020 2:00 PM
***** PRE-BID MEETING DATE, TIME AND LOCATION: FRIDAY, AUGUST 14, 2020 AT 9:00AM, 701 STADIUM DRIVE, DURHAM, NC 27704 ***** BID DUE DATE, TIME AND LOCATION: MONDAY... [Read on]	Status:	Open
RED MAPLE RESTROOM PROJECT - REBID	Closes:	8/28/2020 3:00 PM
**** PRE-BID MEETING DATE, TIME AND LOCATION: THURSDAY, AUGUST 20TH, 2020 AT 1:00PM, RED MAPLE PARK***** BID DUE DATE, TIME AND LOCATION: FRIDAY, AUGUST 28TH, 2020... [Read on]	Status:	Open
Recommendations of Award		3 Bids
ADMINISTRATIVE REVIEW OF RECOMMENDATIONS FOR CONTRACT AWARD	Status:	Open
	Closes:	Upon Contract
NOTICE OF INTENT TO AWARD A CONTRACT FOR PARKING FACILITIES CONDITION AND MAINTENANCE PLAN	Status:	Open
Bid No. 20-0031	Closes:	8/25/2020 4:30 PM
NOTICE OF INTENT TO AWARD A CONTRACT FOR SANITARY SEWER FLOW AND RAINFALL MONITORING	Status:	Open
	Closes:	8/20/2020 4:00 PM
Requests for Proposals/Qualifications and Services		5 Bids
BID ADVERTISEMENT FOR BALLFIELD FENCING	Status:	Open
***** NO PRE-BID MEETING ***** BID DUE DATE, TIME AND LOCATION: WEDNESDAY, AUGUST 26, 2020 AT 12:00PM, ALL BID ARE DUE ELECTRONICALLY AND SHOULD BE EMAILED TO ... [Read on]	Closes:	8/26/2020 12:00 PM



PURCHASING COOPERATIVE GROUPS

- SOURCEWELL
- NC SHERIFF ASSOCIATIONS
- NC STATE TERM CONTRACTS
- US COMMUNITIES (OMNIA PARTNERS)



CITY THRESHOLD

GOODS UNDER \$2,500 –
NO ADDITIONAL QUOTES NEEDED

SERVICES UNDER \$2,500 –
NO ADDITIONAL QUOTES NEEDED



Questions/Comments



Jonathan Hawley, CLGPO
Jonathan.Hawley@DurhamNC.gov

919-560-4132 ext. 18225



EQUITY & INCLUSION

CITY OF DURHAM

**“In It to Win It: How to Bid with State and
Local Agencies”**

Equal Business Opportunity Program



Provides equal opportunities for city contracting for underutilized business enterprises owned by minorities and women doing business in the city's marketplace.



EQUITY & INCLUSION
CITY OF DURHAM

919.560.4180

DurhamNC.gov

Follow Us @CityofDurhamNC



City of Durham Goals

CONTRACTING CATEGORY	MINORITY GOAL	WOMEN GOAL
CONSTRUCTION	11%	7%
PROFESSIONAL SERVICES	8%	6%
SERVICES	7%	5%
GOODS	2%	4%



EQUITY & INCLUSION
CITY OF DURHAM

919.560.4180

DurhamNC.gov

Follow Us @CityofDurhamNC



Source of Firms to Meet Goals

- N.C. Department of Administration HUB Office Database
- NC DOT Database-Must be certified as DBE & MBE or DBE & WBE
- U.S. Small Business Administration Section 8(a) Certified



EQUITY & INCLUSION
CITY OF DURHAM

919.560.4180

[DurhamNC.gov](https://www.durhamnc.gov)

Follow Us @CityofDurhamNC



Minority & Women Underutilized Business Enterprises

- MUBE: Certified Black/Hispanic/Asian American/American Indian males and females
- WUBE: Certified white female or other ethnic female who identifies as a white female



EQUITY & INCLUSION
CITY OF DURHAM

919.560.4180

[DurhamNC.gov](https://www.DurhamNC.gov)

Follow Us @CityofDurhamNC



Goals Are Set When:

- A project has multiple scopes of work(subcontracting opportunities).
- The cost estimate of the project is \$30,000 or more.
- There are at least 3 certified UBEs that can perform the scopes of work.
- The goal set may be a minority goal, woman goal or both.



EQUITY & INCLUSION

CITY OF DURHAM

City of Durham Goals

- Minority firms cannot meet women goals & women firms cannot meet minority goals.
- Goals are not combined-must be met separately.
- When goals are not met, Good Faith Efforts are applicable



EQUITY & INCLUSION

CITY OF DURHAM

Find Work with the City of Durham

Bids, Proposals & Contracts

<http://durhamnc.gov/bids.aspx>

Facebook

<https://www.facebook.com/CityofDurhamNC>

Twitter

<https://twitter.com/Durhambids>

Vendor Registration

<https://mss.durhamnc.gov/MSS/Vendors/default.aspx>



EQUITY & INCLUSION

CITY OF DURHAM

919.560.4180

DurhamNC.gov

Follow Us @CityofDurhamNC



Contacts

Deborah Giles
Director

Equity & Inclusion Department
101 City Hall Annex
Durham, NC 27701
(919) 560-4180, Ext. 17243

**Eric Miller, Contract &
Compliance Manager**

Equity & Inclusion Department
101 City Hall Annex
Durham, NC 27701
(919) 560-4180, Ext. 17241



EQUITY & INCLUSION
CITY OF DURHAM

919.560.4180

[DurhamNC.gov](https://www.DurhamNC.gov)

Follow Us @CityofDurhamNC



Procurement at RDU



Raleigh-Durham Airport Authority

Procurement Team



Travis Pierce,
Procurement
Administrator



Corinne Lisefski,
Sr. Procurement &
Contract Specialist



Dale Poole,
Sr. Procurement &
Contract Specialist



Ashley Wages,
Procurement &
Contracts Specialist 2



Chris Rosette,
Director Of Proc.
& Staff Attorney

Contact us at Procurement@RDU.com

Procurement Process Responsibilities

► The Procurement Department.

► A centralized department serving the entire Authority

- Information Systems [Infrastructure (Hardware, Internet, CyberSecurity), Software Systems (Office and Operations), IS Analysis]
- Operations [Airport Ops (Emergency Ops, Law Enforcement, Fire & Rescue), Buildings/Building Systems, Environmental/Noise, Project Mgmt, Facility Asset Mgmt]
- Revenue (Marketing, Parking & Ground Transportation (Buses/Taxis/Uber), Property Mgmt, Concessions)

- HR (HR, Talent Management, Payroll)
- Communications (Internal and External) & Government Affairs
- Finance (AP, AR, Investment/Finance Activities)
- Audit
- Legal (Risk Management, Procurement, Small Business, Compliance)

Procurement Process Responsibilities

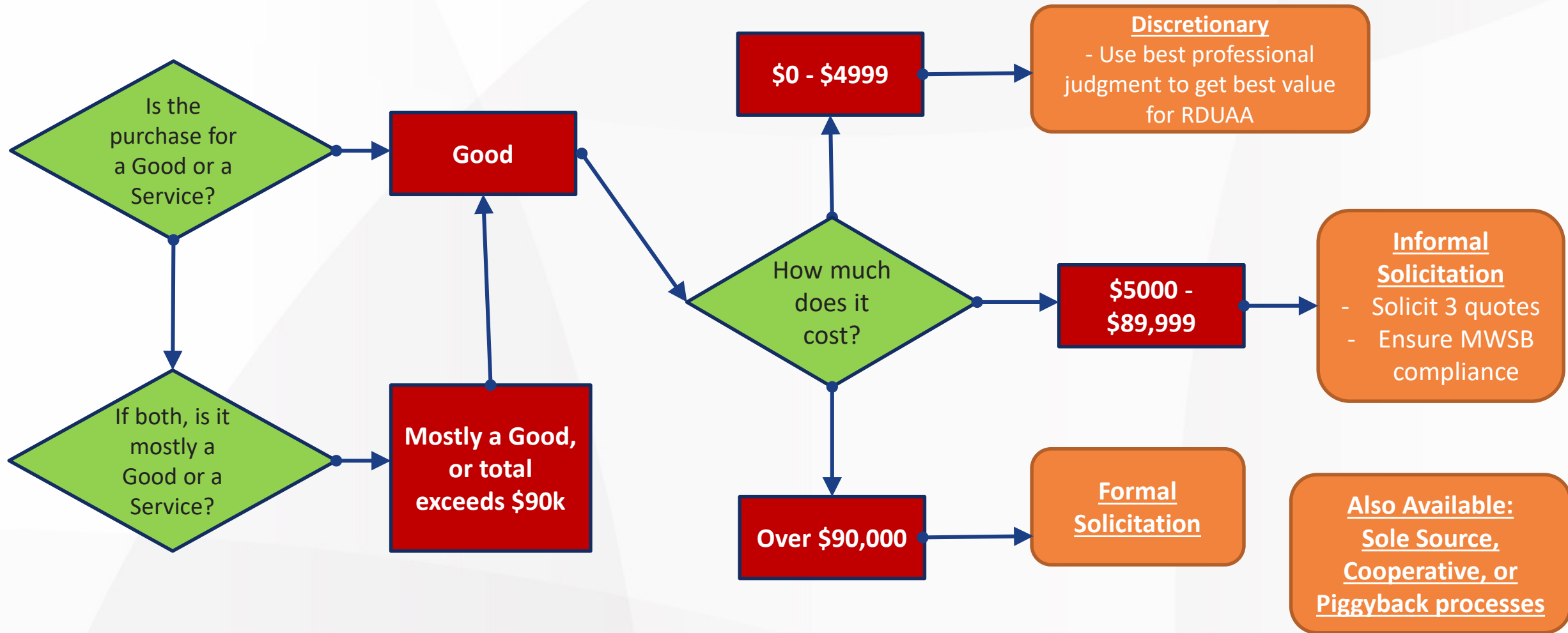
▶ The Procurement Department.

- ▶ Promotes full and open competition to the maximum degree practical
- ▶ Ensures non-Construction Goods and Services are procured efficiently
- ▶ Seeks the most favorable prices or cost available, considering overall value to the Authority

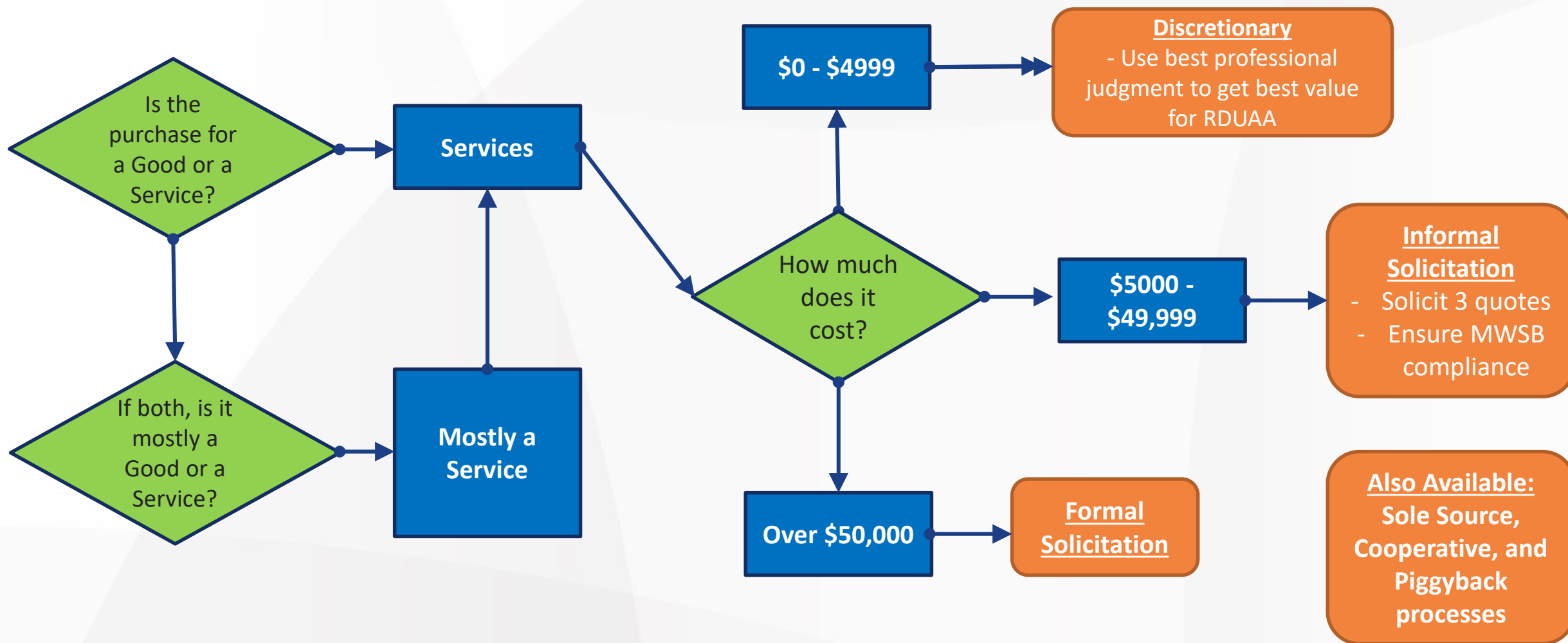
Procurement Process Responsibilities

- ▶ **The Board.** Board approval must be obtained for each of the following items:
 - ▶ All procurements of Goods or Services exceeding \$100,000; Multi-Year Contracts
 - ▶ Any other contracts or purchases the President and CEO elects to submit to the Board for approval
- ▶ **The President and CEO.**
 - ▶ Approval of contracts and POs below the dollar levels listed for the Board
- ▶ **Managers, Directors, VPs, and Sr. VPs.** Responsibilities of department leaders include the following:
 - ▶ Supervising daily procurement needs and activities in his or her department
 - ▶ Promoting MWSB participation in the department's purchasing activities
 - ▶ Reviewing and approving/denying all Requisitions and related documents in his or her department

Procurement Process - Solicitation For Goods



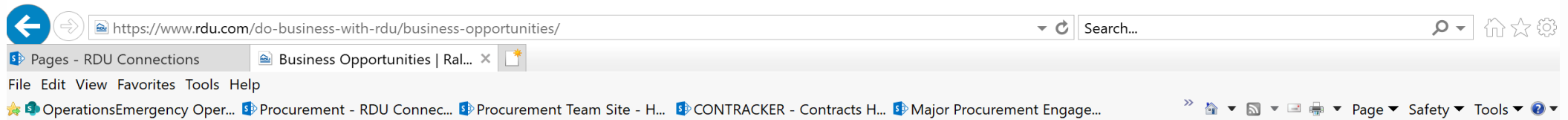
Procurement Process - Solicitation For Services



General Information

- ▶ IT Goods/Services may be purchased using a **best value procurement method** which allows price and performance to be considered.
 - ▶ RFP should identify all relevant considerations
 - ▶ Procurement will collaborate with stakeholders to select **best overall proposal**
 - ▶ Contract negotiations can't deprive competitors of opportunity
- ▶ Automatic renewals are highly disfavored.
- ▶ Funds must be available for the 1st fiscal period of the contract.
- ▶ The preferred maximum term for multi-year contracts is 5 years.
- ▶ May not split orders for the sole purpose of avoiding spending level-based requirements.
- ▶ Procurement works closely with the Small Business Office to increase opportunities for MWSB vendors

Communication via RDU.com



Raleigh-Durham International Airport

Search RDU...

Airlines

Maps

Parking

Shop & Dine

Transportation

Travel Info

Airport Authority

Contact Us

Business Opportunities

Small Businesses

Advertising

Commercial Vehicle Permits

Filming and Photography

RDU Current Business Opportunities

Below are current business opportunities available with the Raleigh-Durham Airport Authority. These are subject to be closed or removed at any time. Learn about other [RDU business opportunities](#). To learn more about doing business with RDU, [download the booklet "Doing Business with RDU."](#) (PDF)



Vendor Contact

Fields marked with an * are required

First Name *

Last Name *

Email

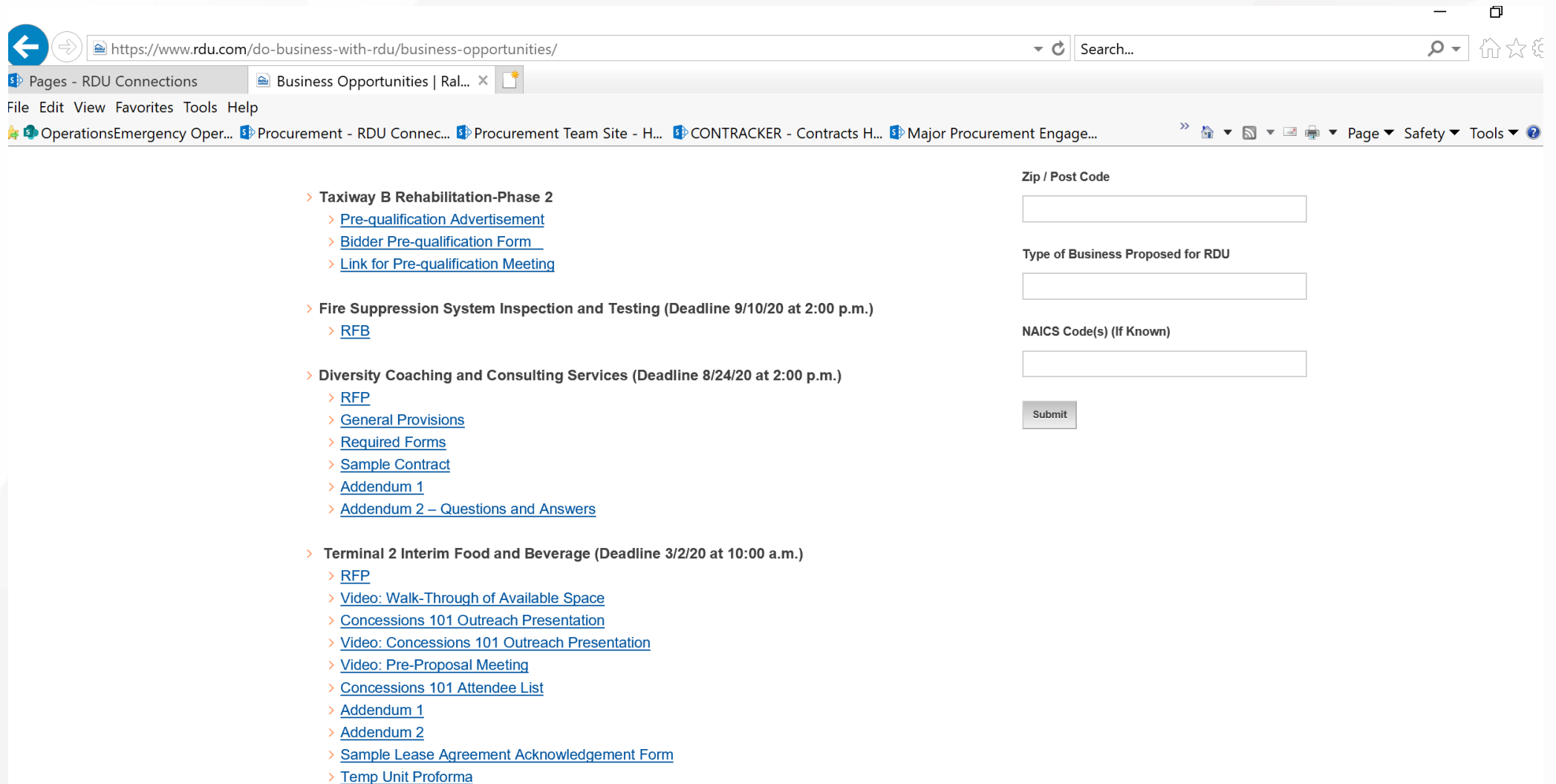
Phone

Company Name *

Street Address



Communication via RDU.com



The screenshot shows a web browser window with the URL <https://www.rdu.com/do-business-with-rdu/business-opportunities/>. The browser tabs include "Pages - RDU Connections", "Business Opportunities | Ral...", "OperationsEmergency Oper...", "Procurement - RDU Connec...", "Procurement Team Site - H...", "CONTRACTER - Contracts H...", and "Major Procurement Engage...". The page content is divided into two main sections: a list of business opportunities on the left and a registration form on the right.

Business Opportunities:

- > **Taxiway B Rehabilitation-Phase 2**
 - > [Pre-qualification Advertisement](#)
 - > [Bidder Pre-qualification Form](#)
 - > [Link for Pre-qualification Meeting](#)
- > **Fire Suppression System Inspection and Testing (Deadline 9/10/20 at 2:00 p.m.)**
 - > [RFB](#)
- > **Diversity Coaching and Consulting Services (Deadline 8/24/20 at 2:00 p.m.)**
 - > [RFP](#)
 - > [General Provisions](#)
 - > [Required Forms](#)
 - > [Sample Contract](#)
 - > [Addendum 1](#)
 - > [Addendum 2 – Questions and Answers](#)
- > **Terminal 2 Interim Food and Beverage (Deadline 3/2/20 at 10:00 a.m.)**
 - > [RFP](#)
 - > [Video: Walk-Through of Available Space](#)
 - > [Concessions 101 Outreach Presentation](#)
 - > [Video: Concessions 101 Outreach Presentation](#)
 - > [Video: Pre-Proposal Meeting](#)
 - > [Concessions 101 Attendee List](#)
 - > [Addendum 1](#)
 - > [Addendum 2](#)
 - > [Sample Lease Agreement Acknowledgement Form](#)
 - > [Temp Unit Proforma](#)

Registration Form:

Zip / Post Code

Type of Business Proposed for RDU

NAICS Code(s) (If Known)

Thank You for working with us!

Contact us at Procurement@RDU.com



Raleigh-Durham Airport Authority



Thank You