

**Agency Name**  
**Transit Policies and Procedures**

<b>Subject</b>	Procurement
<b>Section</b>	Financial
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**Purpose**

Develop procedures for the procurement of goods and services.

**Definitions**

*Procurement:* The act of obtaining goods or services for business purposes.

**Procedure**

Prepare a written procedure for the Agency to follow when procuring goods or services. The Agency shall follow ALDOT's "Procurement Procedures for Federal Transit Administration Programs" manual to ensure that all procurement actions comply with State and Federal laws. ALDOT will procure all vehicles on behalf of the agencies; therefore, procurement actions will be mostly limited to micro-purchases of \$3,000 or less.

Micro-purchases may be made without obtaining competitive bids. However, the Agency must submit all price quotes to ALDOT and provide documentation that the selected quote is fair and reasonable. The Agency shall practice equitable distribution among qualified suppliers and avoid splitting procurements to avoid competition.

For larger purchases, an invitation for bids shall be publicly advertised, and sealed bids shall be accepted. The award shall be made to the lowest responsive bidder who is qualified to perform the work. Sole sourcing is not permitted unless the product has a single supplier or extenuating circumstances exist.

For all purchases, the Agency must complete ALDOT's "Procurement Checklist Form" and submit it to ALDOT with the corresponding backup documentation.

**Responsibilities**

The Transit Director is responsible for overseeing all procurement activities.

**Example**

Contact the ALDOT Transit Section for a copy of their latest Procurement Procedures and Procurement Checklist Form.

This policy or procedure is intended to be used as an example. It should be customized to each transit agency. Review by a legal expert is recommended.