

REQUEST FOR DOE/LIHEAP PURCHASES OVER \$5000

NORTH DAKOTA DEPARTMENT OF COMMERCE
 DIVISION OF COMMUNITY SERVICES
 SFN 61462 (05/18)

The minimum information listed below is required by DOE and LIHEAP for approval of vehicle and capital equipment purchases over \$5,000.

Name of Requesting Grantee ND Department of Commerce, State of North Dakota	
Name of Local Agency	Date
Local Agency Contact Person	Telephone Number

1. Please describe purchase being requested.		
2. Please describe where the vehicle or equipment will be used and how (specify full or part time use in Weatherization program).		
3. Please state if this purchase is a replacement or an expansion for ramp-up. If it is for replacement, how is the trade-in being addressed?		
4. Briefly describe how the procurement will be done, and confirm that Agency, State and Federal procurement guidelines will be met. a. 2 CFR 230 (former OMB Circular A-122) – Cost Principles for Non-Profit Organizations. <i>Subpart D requires quotes must be obtained from an adequate number of qualified resources.</i> <table border="1" data-bbox="220 1304 904 1383"> <tr> <td>Number of Bids Solicited</td> <td>Number of Bids Received</td> </tr> </table>	Number of Bids Solicited	Number of Bids Received
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5. What are the funding source(s) (e.g., 2013 DOE Weatherization Program Operations funds) for purchase being requested, and what funding source(s) was used to purchase the trade-in? Subgrantee T&TA funds are not an allowable option.		
6. Please provide statement that lowest bid will be selected, or a sufficient justification of the “best value selection” if lowest bid is not recommended for DOE approval.		
7. Attach the following: <input type="checkbox"/> Copies of the Request for Proposal, bid specifications (and equipment description with options requested), and bids received. <input type="checkbox"/> Budget amendment form if using a grant with a previously approved budget <input type="checkbox"/> Picture of vehicle or equipment being replaced. <input type="checkbox"/> Updated spreadsheet of vehicles and equipment inventory.		