

## POST AWARD INFO

Before any billable work can commence the contractor must be issued a valid Purchase Order. All Purchase Orders are issued via ProcureAZ, contractors are strongly encouraged to check their ProcureAZ profile daily for purchase orders or other documents regarding their contract.

## INSURANCE

It is the responsibility of the contractor to provide a current certificate of insurance specifying that their company is in compliance. This documentation must remain current throughout the life of the contract.

## PAYMENT

The Arizona Department of Transportation requires a purchase order, vendor invoice and receipt of the goods/services purchased for payment to be made. Contact ADOT Accounts Payable to resolve any payment and/or invoicing concerns at 602.712.7009.

## HOURS OF BUSINESS

ADOT Procurement office is open for business from 8 a.m. to 5 p.m., Monday through Friday with the exception of state holidays.

For additional information, you may contact ADOT Procurement at 602.712.7211 and make an appointment with the applicable Procurement Officer. A list of Procurement Officers and their responsibilities can be found at:  
[azdot.gov/business/Procurement/contact-us](http://azdot.gov/business/Procurement/contact-us).



*The Arizona Department of Transportation Procurement Group is the honored recipient of the National Purchasing Institute's prestigious 12th Annual 2007 Achievement of Excellence in Procurement. This award is designed to measure innovation, productivity, professionalism and leadership in the purchasing profession.*



*ADOT Procurement received renewal of its Outstanding Agency Accreditation from the National Institute of Governmental Purchasing in 2014. Of the 1,200 agencies across the nation, ADOT Procurement is one of only 88 to have achieved this award and one of only four of the 50 Transportation Departments.*

# HOW TO DO BUSINESS WITH

# ADOT



*This brochure provides a brief introduction to acquaint you with the business procedures of the Arizona Department of Transportation (ADOT) Procurement Group.*

## ADOT Procurement

1739 W. Jackson St.  
Suite A, MD 100P  
Phoenix, AZ 85007  
602.712.7211  
[azdot.gov/Inside\\_ADOT/Procurement/Index.asp](http://azdot.gov/Inside_ADOT/Procurement/Index.asp)

## ADOT PROCUREMENT MISSION

To deliver value-added procurements consistent with the Arizona Procurement Code.

## ADOT PROCUREMENT POLICIES

ADOT Procurement conducts its procurement procedures in accordance with the statutes, A.R.S. § 41-2501 et seq., and the administrative rules and regulations, A.A.C. R2-7-1-1 et seq., that constitute the Arizona Procurement Code (“Code”).

## PROCUREMENT TYPES

There are two types of competitive procurements conducted by ADOT:

- 1) procurements subject to the Arizona Procurement Code.
- 2) procurements “Exempt” from the Code.

### *PROCUREMENTS (SUBJECT TO THE CODE)*

1. Non-Exempt: the buying, purchasing, renting, leasing or otherwise acquiring materials, services, construction or construction services.
2. Exempt: the procurement of construction or reconstruction including engineering services of the transportation facilities or highway facilities and other services related to land titles, appraisals, real property acquisition or building facility design for highway development.

## SUPPLIER NOTIFICATION PROCESS

For a supplier to do business with ADOT, the following steps can assist you.

### *FINDING BID OPPORTUNITIES*

Information about solicitations that are currently available for bid or offer are posted on ProcureAZ [procure.az.gov/bso/](http://procure.az.gov/bso/). Select “Contract & Bid Search” on the menu. All responses to bids/offers must be submitted online via ProcureAZ.

### *REGISTERING YOUR BUSINESS*

ADOT Procurement utilizes the state vendor registration system to obtain lists of bidders/offerors. This online vendor registration is available at [procure.az.gov/bso/](http://procure.az.gov/bso/) and select “Register” on the menu. Once you are registered, you will receive notification of solicitations for the commodities or services your business provides. There is no cost to the vendor to register.

### *SUBMITTING A BID/OFFER*

To submit a bid/offer, you must have registered on ProcureAZ. It is the responsibility of the supplier to read the entire solicitation carefully and complete it in its entirety.

Absolutely NO bids/offers are accepted after the solicitation due date and time.

## SOLICITATION PROCESS

Solicitations are broken into two categories: informal and formal.

### *INFORMAL SOLICITATIONS (UNDER \$100,000)*

Purchases \$10,000-\$99,999.99

A procurement officer determines the most appropriate method to obtain the goods or services and conducts the solicitation process and award in accordance with the Arizona Procurement Code A.R.S §41-2535.

### *FORMAL SOLICITATIONS (OVER \$100,000)*

Formal solicitations are required for noncontract procurements that are expected to exceed \$100,000. All formal solicitations are conducted by a procurement officer. The following are formal solicitation methods established by code

#### **Invitation for Bids (IFB)**

The formal solicitation process of sealed bids is used for the procurement of goods and services that are clearly specified.

#### **Request for Proposals (RFP)**

The formal solicitation process of sealed proposals is used for the procurement of professional/consultant services and for goods/equipment, which are not specifically defined and require evaluation of different proposals to determine which one is the most advantageous to the state, price notwithstanding.

## PRE-BID/OFFER CONFERENCES

For some solicitations, a pre-bid/offer conference may be included as part of the process. Bidders/offerors may attend to learn more about the solicitation, ask questions, or get clarification.

