

**MINNESOTA DEPARTMENT OF COMMERCE
WEATHERIZATION PROGRAM
Check List**

Initial Submission

Please include the following items:

1. Copy of 'Request For Bids' used by the agency
2. Listing of who received the bid notice – or indicate how notice was publicized
3. Copy of responses
4. Short description of agency's procurement policy
 - a. What is standard policy for bids over \$5,000/\$10,000/etc?
 - b. How many vendors need to be notified?
 - c. Etc
5. If this item is replacing another item, please indicate what item is being replaced. Will the new item serve the same purpose?
6. If an item is being replaced you need to complete and include with initial submission the "Disposition Form" (page 3)

After product has arrived

Please include the following items:

1. Copy of approved Purchase Request form
2. Completed bottom section (Serial Number/VIN, purchase date, etc)
3. Copy of invoice/delivery receipt

**MINNESOTA DEPARTMENT OF COMMERCE
WEATHERIZATION PROGRAM
DISPOSITION / TRANSFER REQUEST**

This form is the mechanism to obtain USDOE approval for purchase or disposition of non-expendable personal property. Grantees, and subgrantees, must follow the standards found in OMB Circulars A-110 Attachment N. Property Management Standards and Attachment O. Procurement Standards; A-102 Common Rule Section .31 Real Property, .32 Equipment and .36 Procurement as applicable. Further, specific programs such as DOE Weatherization have restrictions found in 10 CFR 440.18 and 10 CFR Part 600. **NON-EXPENDABLE PERSONAL PROPERTY PROCUREMENT OR DISPOSITION (including capital leases):** All grantees must obtain purchase or disposition approval for items having a unit acquisition cost of \$5,000 or more. Grantees using Department of Energy funds must seek approval for all vehicle purchases. The sealed bid method is the preferred method for large purchase that total individually or in-the- aggregate \$100,000 for governments and non-profit organizations. In the aggregate means all procurements from an individual supplier or all procurements of like products or services which occur during the course of a program year. Remember, a competitive proposal will become a non-competitive proposal (sole source) in any situation where only one response is received, regardless of whether the original proposal required approval.

1. Receiving Entity and Address:

Entity: _____

Address: _____

Contact: _____

Phone: _____

2. Condition of Equipment/Vehicle: _____

3. Estimated Remaining Useful Life: _____

4. Current Fair Market Value: \$ _____

5. Make and Model of Item being disposed of/transferred: _____

6. If item is a vehicle, please also include VIN: _____

Reason for Requesting Disposition / Transfer:

For Internal Use Only:

Approved Not Approved

Program Monitor: _____

Date: _____

Program Manager: _____

Date: _____