

STATE OF NORTH CAROLINA, DEPARTMENT OF ADMINISTRATION	
DIVISION OF PURCHASE AND CONTRACT	
116 West Jones Street, Raleigh, NC 27603-8002	
<b>Effective Dates</b>	See General Information Below
<b>Administrator</b>	Bahaa Jizi
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<b>Last Updated</b>	May 29, 2014

**STC #360A for carpet has expired and no longer valid. Below is a guideline on ordering carpet.**

**General Information**

The Division of Purchase and Contract will continue to process end user requests for carpet when expenditures exceed the agency delegation. It is mandatory that end users only use the carpets identified in the QPL (link provided herein). In instances where using the QPL brands may not be feasible, then the end user **shall** contact the purchaser noted above for approval. Due to the complexity of this commodity any authorized STATE OF NC user shall follow the instructions below.

For bids conducted by Purchase and Contract-

- 1) Review all QPL carpets deciding which brands/products/class/face weight is to be ordered.
- 2) Submit a requisition to Purchase and Contract indicating which carpet is to be bid, location for the installation, location for the Urged and Cautioned pre-bid meeting and estimated square yards. Include any additional information such as furniture movement, removing old flooring, padding, carpet backing, etc.

For end users seeking competition when their delegation allows;

- 1) Review all QPL carpets deciding which (brand/products/class/face weight is to be ordered
- 2) It is recommended to post your requirements to IPS (a sample Quote Form is provided herein)
- 3) An Urged and Cautioned site visit should be conducted with potential bidders taking measurements.
- 4) Dealer/installer is to provide a letter of authorization from the manufacture that the dealer/installer is authorized to install the brand/product specified.

In all cases, the minimum order is \$2500.00 per single order. Agencies are not obligated to use the QPL carpet if the expenditure is under this amount.

Note- Contractor, contractor representatives, contract vendor shall mean the same and are interchangeable.

Installation partner, dealer/installer, shall mean the same and are interchangeable.

Purchaser and end user shall mean the same and are interchangeable.

**LINKS:** THE FOLLOWING LINKS SHOULD BE VIEWED FOR IMPORTANT INFORMATION PRIOR TO SUBMITTING YOUR REQUEST TO P&C FOR BIDDING, AND/OR PRIOR TO AGENCY PROCESSING A QUOTE/BID THAT IS WITHIN YOUR AGENCY DELEGATION.

Standard Specifications: <http://www.pandc.nc.gov/SPECS/s7220-3.pdf>

Qualified product information. <http://www.pandc.nc.gov/QPLS/q7220-3.pdf>

QPL MANUFACTURE CONTACT INFORMATION- FOR OBTAINING SAMPLES, DESCRIPTIONS AND AUTHORIZED DEALER/INSTALLERS

BRAND	CONTACT	PHONE WHEN PROVIDED
Bigelow	Gail_ragazzo@mohawkind.com	
Karastan	See Bigelow	
Lees	See Bigelow	
J&J Invision	Stacie.bagley@jjindustries.com	
Milliken	Debbie.Lynch@milliken.com David.Potter@milliken.com	866.827.9116
Patcraft	Lindsey.waters@shawinc.com	
Philadelphia Commercial	See Patcraft	
Queen Commercial	See Patcraft	
Shaw Industries	See Patcraft	
Tandus Flooring	Jheadrick@tandus.com jgriggs@tandus.com	800.248.2878
Bentley Prince Street	Melanie.w.taylor@bentleyps.com	800.423.4709
Bolyu	Pat.marks@bolyu.com	
Mannington	Don_cavin@mannington.com Tammy_land@mannington.com	800.241.2262
@work	Not available at this time	
Karus	Not available at this time	
Atlas Carpet	smoore@atlas地毯mills.com	
Gulistan	Not available at this time	
Interface	Julie Ward Julie.Ward@interface.com	706.812.6386

**QUALITY ACCEPTANCE INSPECTION:** to be conducted when the cost of the entire project (carpet, supplies and installation charges) is \$2,500.00 or greater. Upon delivery of the item(s), as called for herein, the **contractor** must request a Quality Acceptance Inspection. Such requests must be forwarded (in writing) to the Division of Purchase and Contract, Attn: Quality Acceptance Inspections, Mail Service Center, Raleigh, NC 27699-1305. Fax # (919) 807-4511.

**INVOICES WILL NOT BE PAID BY THE USING AGENCY UNTIL QUALITY ACCEPTANCE HAS BEEN ACCOMPLISHED.**

Process for Quality Acceptance Inspection.

- 1) Dealer/installer is to fax inspection request as indicated above
- 2) Include: copy of purchase order, copy of drawings, copy of mfg. specifications including color, quotation form, with accompanying information.

**PILE WEIGHT TESTING-when the cost of the carpet is \$10,000.00 or greater.**

The following instructions/processes are to be followed for sampling and testing.

1. Contract is awarded (if by P&C)-agency and vendor notified in writing by P&C.
2. Agency issues purchase order-if contract awarded by agency, send copy of purchase order to Purchase and Contract. This information is needed to communicate with agency and vendor concerning lab reports.
3. Sample is provided (before or during installation) identifying the end user.
4. P&C sends sample to laboratory for testing. Laboratory sends lab result to P&C
5. If requested by the end user, P&C notifies agency with copy of lab report. If report is favorable, agency notifies vendor to proceed with installation. If report is not favorable, project goes on hold until issues can be resolved. If the end user conducts their own quote or bid, the report will not be sent to end user unless requested (Contact Heather Hodge at 919.807.4500 for a copy of the report).
6. Vendor notifies P&C that carpet has been installed and requests inspection. See Quality Assurance Section for details
7. Quality Assurance Inspection conducted
8. If favorable, agency is notified to release payment. If unfavorable, issues must be resolved and re-inspected.

Note: steps 4 and 5 take approximately 1.5-2 weeks.

It will be a requirement that all carpet in excess of \$10,000.00 (price of carpet only) to be tested to verify pile weight. This testing is to be done in the manner prescribed below prior to release of invoice and at the expense of the contractor.

A sampling of the carpet to be installed is to be provided by the contractor at no charge to the State. The sample is to be 18" x the full width of the roll goods or in the case of carpet tiles, three (3) squares are required, in accordance with the requirements of ASTM Method D418.

Carpet sample to be sent to ,  
NC Department of Administration  
Division of Purchase and Contract  
Quality Assurance Section  
1305 Mail Service Center  
Raleigh, NC 27699.

Telephone Number: 919-807-4500  
Fax: 919-807-4511

The sample will be forwarded by the Division of Purchase and Contract to the currently approved testing facility (Commercial Testing Company, P. O. Box 985, Dalton, GA 30722-0985, telephone (706)278-3935, Lab Mgr., Larry Cooper).

The carpet is to be tested for compliance with the required pile weight, at a testing facility chosen by the State. All costs for such testing are to be the responsibility of the contractor or dealer/installer. If the pile yarn face weight is below the tolerance allowed herein, a deduction proportional to the shortage in pile weight will be made from the invoice net amount for the carpet. That is, if the pile yarn face weight is 6% under the nominal value specified in the manufacturer's current sample book, then an amount of 6% of the bid price of the carpet itself (not including installation and taxes) will be deducted by the contractor from the amount due on the invoice. If the shortage in pile weight is 10% or greater, the contractor may be required at the END USER'S DISCRETION option to reinstall new carpet which meets all requirements, free of any additional charge or impose the penalty. End users should request a copy of the lab report by contacting Purchase and Contract.

**Example of penalty calculation-based on the Testing Report:**

Designated weight (26 oz) minus Average Pile Yarn Weight (23.7) = 2.3

2.3 divided by designated weight (26)= .08846 or 8.85% penalty of the total cost of the carpet only

Purchase and Contract will notify the end user and the contractor in writing if a penalty is to be assessed. As of July 2013, current prices for Pile Weight Testing is \$145/sample for plain backing and \$200/sample for special backing. These prices are subject to change without notice.

## **AMERICAN WITH DISABILITIES ACT (ADA) REQUIREMENTS**

All work completed must comply with the Americans with Disabilities Act, section 4.5. With respect to edge treatment (section 4.5.3), and maximum pile thickness of ½ inch (section 4.5.3) it is the agency's responsibility with the assistance of the contractor to select edge treatment (reducer strips, thresholds, etc.) and appropriate carpet height which complies with ADA requirement for each application.

## ***MINIMUM RECOMMENDED GUIDELINES-PURCHASE PROCEDURES AND CONTRACTOR'S RESPONSIBILITIES***

The following steps are to be taken by the purchaser and the contractor when the **end user obtains their own bids or quotes.**

### **I. CARPET SELECTION**

End user shall determine which type of carpet(s) is most appropriate for the area to be carpeted. End user may call Contractor's Representative (contact person) for assistance.

### **II. MANDATORY SITE VISIT**

- A. End user shall contact contractor's representative and arrange a mutually convenient date to visit the site with **all authorized dealers/installers that are interested in providing quotes.** The contact person should inform purchaser of the name and telephone number of the person (Contractor's Representative or Installation Partner(s)) who will visit the site. The end user will make the determination as to which dealer/installer shall be used for the project.
- B. The date and time of the site visit should not exceed three (3) working days after the purchaser initiates the call.
- C. End user should make every effort to have building floor plans or blueprints available at time of site visit. A final drawing of the locations including seams and transitions shall be made by the interested parties and is to be attached to the Quote Form.
- D. Contractor's Representative or Installation Partner(s) should visit the site of the proposed work, and familiarize himself with the extent of the work to be performed and any conditions that may in any manner affect the work to be done and the equipment, materials and labor required including movement of any furniture. Contractor's Representative or Installation partner is responsible for obtaining accurate onsite measurements for the contractor. Just reviewing plans (if available) in no way relieves the contractor's representative or installation partner of this measurement responsibility. See herein for recycled information pertaining to removal of the old carpet or flooring. In addition a letter of authorization on manufacture letterhead shall be attached to the Quote Form that the dealer/installer is authorized to install the carpet requested.
- E. Contractor's Representatives or Installation Partners should measure the areas to be carpeted to determine the actual number of square yards required to complete the installation. All services should be quoted from the recommended Contractors Certification Pricing page. Contractor should complete the "Quotation Form" herein. The "Quotation Form" should accompany all agency purchase orders. Using these measurements, a seam diagram should be prepared for each area to be carpeted. Excessive seaming, cross-seaming or doorway saddle seams will not be accepted. Failure to provide seaming diagrams should be interpreted as not conforming to contract conditions, and should be grounds for default. All drawings are to be of a professional nature and definitive as to allow outside review, if required for determining contractor's compliance. Not-to-scale seaming diagrams are acceptable for seaming intent if acceptable by the end user. However, this should not relieve the Contractor's Representative or Installation Partner of the requirements for proper seaming and installation.
- F. At the time of the site visit, the Contractor's Representative or Installation Partner shall allow end user to select carpet color from carpet sample brochures or books.
- G. Installation of carpet should be accomplished during purchaser's normal business hours. However, with agreement of both parties, installation may be accomplished at night and/or on weekends, as noted on pricing pages.

- H. The Quotation Form should be delivered to the end user no later than three (3) working days after the site visit along with detail drawings (including seam/transition locations) indicating sq. yard/footage of the covered area(s).
- I. Any installation requiring more than 1% over the actual square yardage of an area shall be subject to pre-approval by the end user.

### **III. PURCHASE ORDER PREPARATION BY PURCHASER**

At a minimum, the end user should specify the following on the purchase order.

- A. Installer/ dealer .
- B. Installation method required.
- C. Brand/product, face weight ,style, padding, baking, color name and order numbers for all materials required.
- D. Any additive or deductive options required, as shown on quotation form from contractor. It should be shown both by item price and description.
- E. Amount of carpet required and price per square yard and total dollar amount of carpet..
- F. The name and telephone number of the purchaser's representative at the installation site.
- G. Installation charges, disposal (off site) fees, and all other charges necessary (without taxes)
- H. Grand total of purchase order.

A copy of the seam diagram, transition location, and authorization letter from the contractor and Quotation Form from contractor or dealer/installer, should accompany each Purchase Order issued under this contract and be provided to the Quality Assurance Inspector at time of inspection.

### **IV. INSTALLATION**

- A. The end user and Contractor's Representative or Installation Partner shall agree upon an installation date and time. There should be a pre-installation meeting with the end user to ensure that all parties involved have a complete understanding of the project needs and total price.
- B. Contractor should place order in production after receipt of purchase order. Contractor should notify purchaser's representative (designated on purchase order) within three (3) working days of the arrival date of the carpet. Delivery shall be in accordance with the contract. See Pile Weight Testing Section herein for more information and requirements.
- C. Contractor's Representative or Installation Partner shall notify purchaser's representative upon receipt of floor covering and arrange for installation.
- D. Contractor's Representative or Installation Partner shall be responsible for removing existing floor covering, unless otherwise specified. The fees for removal shall be stated on the Quote Form and purchase order. Carpet disposal shall be off site, if necessary, Contractor's Representative or Installation Partner shall be responsible for providing disposal containers at no charge to end user.
- E. Contractor's Representative or Installation Partner shall not be responsible for moving any computer equipment, electronic equipment, copiers, etc. Libraries, large file rooms, and open office furniture are beyond the normal scope of work required by this contract, and all unusually furnished areas should have furnishing removed before floor covering is scheduled to be installed, or should be negotiated on a case-by-case basis between the contractor's representative and end user.
- F. The Contractor's Representative or Installation Partner shall be held responsible for the scheduling, receiving, and placement on floors of goods from the contractor in coordination with the agency. Goods should be delivered to the job site in the contractor's bundles and should be clearly marked as to size, dye lot, and materials.
- G. Contractor's Representatives and Installation Partners and their staff SHALL have a form of identification on their person at all times.

- H. There should be a proper transition between existing flooring materials and the new materials installed. Where needed, exposed edges at doorways, etc., shall be finished with a top quality metal strip or appropriate transition material/molding. Transitions to meet local building codes, if applicable. Any base cove shall be securely attached to the walls, and is to be level/even and installed per manufacturer recommendations. Where using carpet base, the base cap should be glued or nailed/screwed into the wall first, and the carpet shall be cut to fit. All waste material must be removed from the premises and carpet shall be clean and free of debris daily. Unless previous approval is obtained from the State, contractor should plan to bring his own dumpster for removal of all trash and debris. Carpet scraps and removed carpet shall be held in separate unit for transportation to reclamation center for recycling. State owned building dumpsters are not to be used.
- I. Upon completion of installation, any excess materials shall be turned over to the purchaser's representative at the installation site. If additional carpet or "attic stock:" is requested at placement of order, it is to be wrapped and labeled and delivered to designated location. Extra material should be wrapped in suitable packaging and should be clearly labeled. Contractor's guide to cleaning and maintenance and all warranty documents shall be provided to purchaser upon completion of job, and provide training for carpet maintenance.
- J. All changes or modifications to the original order shall be made in writing by the contractor and approved by end user before any work can be executed.
- K. Manufacturer will provide maintenance training for tile and carpet at a mutually agreeable time.

### **ADDITIONAL INSTRUCTIONS**

The carpet covered by these specifications are intended solely for use as commercial grade floor coverings. It should not be used for wall coverings. Appropriate padding for the carpet shall be used.

If the Installation Partner is to receive the purchaser order and subsequent payment, they must be registered in E-procurement prior to issuance of the purchase order.

The installer shall not sub-contract out any part of the installation including floor preparation or old carpet removal.

Carpet shall be free of debris, spots, etc and ready for use after project completion.

Any punch list items and or corrections to carpet or installation shall be corrected with 10 business days after notification by end user. Agencies may withhold up to 5% of the total project price until the corrections or repairs are completed and accepted by the end user.

**CLEAN-UP:** Upon completion of the installation, the contractor shall remove and properly dispose of all waste and debris from the installation and end user site. The contractor shall be responsible for leaving the installation area clean and ready to use.

The following information should be included when agencies are obtaining bids or quotes.

**APPLICABLE STANDARDS AND REFERENCES-TO BE USED WHEN END USER IS NOT USING QPL CARPET  
(SEE THE GENERAL INFORMATION SECTION FOR MORE INSTRUCTIONS)**

1. ASTM D 297 Test Methods for Rubber Products
2. ASTM D 418 Standard Test Methods for Testing Pile Yarn Floor Covering Construction
3. ASTM D 1335 Test Method for Tuft Bind of Pile Floor Coverings
4. ASTM D 1667 Standard Specification for Flexible Cellular Materials --- Vinyl Chloride Polymers and Copolymers (Closed-Cell Foam).
5. ASTM D 2646 Method of Testing Backing Fabrics
6. ASTM D 3574 Test Methods for Flexible Cellular Materials--Slab, Bonded, and Molded Urethane Foams
7. ASTM D 3676 Specification for Rubber Cellular Cushion Used for Carpet or Rug Underlay
8. ASTM D 3936 Test Method for Delamination Strength of Secondary Backing of Pile Floor Coverings
9. ASTM D 5417 Practice for Operation of the Vettermann Drum Tester
10. ASTM D 5848 Standard Test Method for Mass Per Unit Area of Pile Yarn Floor Coverings
11. ASTM E 648 Test Method for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source
12. ASTM E 662 Standard Test Method for Specific Optical Density of Smoke Generated by Solid Materials

ASTM documents may be obtained from:

ASTM International  
100 Barr Harbor Drive  
PO Box C700  
West Conshohocken, PA 19428-2959  
or online at <http://www.astm.org/>

13. AATCC 16E Colorfastness to Light: Water-cooled Xenon-arc Lamp, Continuous Light
14. AATCC 134 Electrostatic Propensity of Carpets
15. AATCC 174 Antimicrobial Activity Assessment of Carpets (referenced in "Test Requirements for Antimicrobial Carpet")

16. AATCC 175 Stain Resistance: Pile Floor Coverings  
AATCC documents may be obtained from:  
American Association of Textile Chemists and Colorists  
PO Box 12215  
Research Triangle Park, NC 27709-2215  
or online at <http://www.aatcc.org/>

17. Federal Standard FF-1-70 (as found in 16 CFR 1630)

18. Americans With Disabilities Act

19. The Carpet Specifier's Handbook (CRI)

20. CRI-TM-101 Assessment of Carpet Surface Appearance Change using the CRI Reference Scales

21. CRI-104 Standard for Installation of Commercial Textile Floorcovering Materials

22. The Carpet and Rug Institute Indoor Air Quality Carpet Testing Program (CRI)

CRI documents may be obtained from:  
The Carpet and Rug Institute  
PO Box 2048  
Dalton, GA 30722  
or online at <http://www.carpet-rug.com/>

23. ISO 2551 (Aachen Test) Machine-made Textile Floor Coverings - Determination of Dimensional Changes in Varying Moisture Conditions, available from:  
American National Standards Institute, Inc.  
Attn: Customer Service Department  
25 W 43rd Street, 4th Floor  
New York, NY 10036  
or online at <http://www.ansi.org/>

24. Test Requirements for Antimicrobial Carpet (contained in "GSA Technical Requirements Booklet for Carpet, Carpet Tiles and Carpet Cushion, FSC Group 72, Part 1, Section A, for period October 1, 1997, to September 30, 2002.")

25. Textile Fiber Identification Act

26. Selecting the Correct Contract Carpet Cushion for Every Traffic Area (latest edition), available from:  
The Carpet Cushion Council  
23 Courtney Circle  
Bryn Mawr, PA 19010  
or online at <http://www.carpetcushion.org/>

27. NFPA 253: Standard Method of Test for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat

Energy Source  
National Fire Protection Association (NFPA)  
1 Batterymarch Park  
Quincy, MA 02169  
or online at <http://www.nfpa.org/>

28. NC State Building Code

29. FTC Part 260 – Guides for the Use of Environmental Marketing Claims  
<http://www.ftc.gov/bcp/gnrule/guides980427.htm>

30. U.S. EPA Comprehensive Procurement Guidelines, Glossary of Terms  
<http://www.epa.gov/cpg/glossary.htm>

## WARRANTY

Carpet shall be warranted for a period of fifteen (15) years, non-prorated, after date of acceptance of the installed job against excessive surface wear, edge ravel, zippering, delamination, shrinking, stretching, static electricity, and defects in material and workmanship. Excessive surface wear is defined as a reduction of pile weight, due to wear, of more than 10%. The carpet will maintain dry tuft bind. Chair pads are recommended but not required on all products except cut pile carpets. Cut pile carpets may require the use of chair pads; see manufacturer warranty information. Modular tile will remain dimensionally stable and not cup, dome, or dish under normal use. Carpet (including backing system and attached or separate cushion) which is defective in material and workmanship, or which shows edge ravel, zippering, delamination, or excessive surface wear during this warranty, period shall be repaired or replaced (and reinstalled) at no charge to the owner or his representative.

Installation, when such is the responsibility of the contractor, shall be warranted against defects for a period of two (2) years after date of acceptance. Installation defects appearing within this period are to be corrected by the contractor, in a manner acceptable to the owner, at no charge to the owner or his representative.

Any portion of manufacturer's standard warranty that exceeds the above warranty requirements shall be in effect on the contract, unless the State or owner (using agency) elects otherwise.

## MANUALS AND INSTRUCTION

Contractor shall educate and ensure that all customers understand the process of recycling their used carpet and the recyclability of their new purchase.

Contractor must provide user with two (2) complete sets of the manufacturer's published recommended maintenance procedures including the recommended schedule for each maintenance task. In addition, a qualified representative is to provide complete verbal instruction at user's site to the appropriate personnel on such maintenance procedures and schedule. Instruction is to include demonstrations where feasible and appropriate. This instruction is to be provided at a time and date which is convenient for the using agency, but within 20 working days after the carpet has been installed, unless otherwise specifically allowed (in writing) or requested (in writing) by the purchasing office of the using agency.

It is realized that there may be instances where the user's circumstances require a specialized type of carpet or a carpet of a type not covered by this specification (e.g. olefin carpet, or carpets of woven construction). It is not the intent of this specification to eliminate such other types of carpet from purchase consideration in these circumstances. However, they are outside the scope of this specification.

Similarly, note that this specification does not cover products which have no recycled content nor could themselves be recycled, but instead may be composted, for example. This is not meant to imply that such products would not be considered by the State. But they are outside the scope of this specification, and would have to be purchased by other means.

If applicable, the dealer/installer in consultation with the end user should also include in the work order the materials and labor required to provide the leading two (2) inches of all steps with a visual contrast of dark-on-light or light-on-dark from the remainder of the tread. Visual contrast is required for compliance with the ANSI A117.1 Standard for Accessible and Useable Buildings and Facilities, as referenced by the 2009 NC Building Code Chapter 11, paragraph 1101.2. Any further questions regarding the applicability of this requirement should be directed to the local building codes authority who may inspect the facility for all accessibility requirements.

**QUOTATION FORM NEXT PAGE-EXAMPLE**  
**ONLY- MAY BE USED IF PURCHASE IS**  
**WITHIN AGENCY DELEGATION**

DATE: \_\_\_\_\_

<b>AGENCY</b>
Agency Name:
Division:
Mailing Address:
Office Telephone #:
Office Contact person:
Installation Location:
Fax # office and location
Contact person at location:
Telephone # at location:

<b>CONTRACTOR</b>
*Dealer/installer
Federal ID number:
Business Address:
Business Telephone #:
Email
Fax #:
Contact person
Other Address:
Other Telephone #:

**\*must be registered in E-procurement prior to receiving Purchase Order and must provide a letter of authorization from the manufacturer attached to this quote form that they are eligible to provide and install this carpet.**

**CARPET INFORMATION**

Carpet brand:		Backing:	
Color:		Adhesive:	
QPL date:		Class:	
Carpet product:		Face Weight:	
Padding:			
Carpet	Measured	Price Per S/Yard (contract price)	Total Amount
Carpet Yardage	_____ S/Y	_____ S/Y	\$
Carpet Removal/Disposal			\$
Furniture Moving			\$
Installation charges and all labor			\$
1) backing price			1)\$ _____
2) padding price			2)\$ _____
3) Adhesive			3)\$ _____
Total other charges (itemize below or attach another sheet)			\$ _____
<b>TOTAL FIRM QUOTE AMOUNT</b>			\$
<b>Installation Begin DATE:</b> _____ <b>End DATE:</b> _____			

Authorized Signature of the installer:

Company name: \_\_\_\_\_ (signature) DATE: \_\_\_\_\_

End user acceptance (provide copy to installer)

Name: \_\_\_\_\_ Title \_\_\_\_\_ date \_\_\_\_\_

Signature: \_\_\_\_\_

Mail invoice to the using agency as noted. Invoice payment to be made to:

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

HUB STATUS: CERTIFIED WITH THE STATE OF NC? \_\_\_\_\_ YES/NO.

Is your company registered in the –E-procurement system as required (www.pandc.nc.gov, click on NC E-procurement at your service)? \_\_\_\_\_ yes/no. A purchase order will not be issued until your company is registered and confirmed by the end user.

Is your authorization letter attached to this form? \_\_\_\_\_ yes/no. If no, a po will not be issued until attached. (authorization letter to be on manufacture letterhead and dated within last 3 months).

Are drawings including seams and transitions attached to this form? \_\_\_\_\_ yes/no. Project cannot begin until attached to this form.

End user to provide a copy of this completed form, authorization letter and diagrams to the Quality Assurance Inspector if applicable.

**Addendum**

1	January 30, 2014	Change Administrator