



Project Procurement Checklist

Up to \$500,000

Skilled Trades: \$5,000-\$99,999

- Paper Requisition (submit to Roxanne Crooks)
- Include the following with requisition:
 - Project Order Notification (e-blast). If less than \$10,000: email to Micro Firm(s)
 - Quote(s) from contractor(s)
 - CO-9 (fully executed by Procurement VCCO and Contractor) *Required for all projects over \$10,000
- Ensure PO approved **prior** to commencement of work.

Skilled Trades: \$100,000 - \$500,000

- Requisition (submit to Harry Smithson)
Requisition must include budget code, authorized amount for project, authorized signature
- Include with Requisition:
 - Name of project and project number (if applicable)
 - COMPLETE scope of work (include AE documents & drawings, as applicable)
 - Requested timeline (desired construction start date, substantial and final completion dates)
 - Predetermined Parking/laydown area (if applicable, input from Parking Service, as applicable)
 - Johnson Controls Quote (if applicable, state on bid form. Include quote, proper subcontractor language on bid form)
 - Siemens Quote (if applicable, state on bid form. Include quote, proper subcontractor language on bid form)
- Ensure PO approved **prior** to commencement of work.

Reminders:

- Project Managers: Plan for adequate time** for preparing solicitation, updating front ends, posting of solicitation, pre-quote meetings, issuance of addenda, approval of Building Permit, etc.
- Budget:** Include approved amount for construction only (should not include FF&E, AV)
 - Budget Signature: Certifies budget amount noted is available and allocated for construction
- Specifications:** Ensure specs are Complete and Accurate prior to submitting solicitation request.
- Audit:** Maintain all project associated documents to include:
 - Email Blast (if less than \$100,000)
 - RFQ and associated responses
 - Bidder questions/correspondence/posted addenda
 - Purchase Order
 - Award documentation/Bonds (as necessary)/correspondence related to project completion

Resources

- Procurement Services website [here](#):
 - Instructions for Skilled Trades Contract
 - Micro Contractors List (direct for projects less than \$10,000)
 - ALL Contractors List (\$10,000 - \$500,000)
 - CO9 Template and Skilled Trades Template



