### 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