



Project Procurement Checklist

Over \$500,000 and non-Skilled Trades

Over \$500,000 and non-Skilled Trades

- 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)
 - AE Name, Project Order Number and associated Purchase Order Number
 - COMPLETE scope of work (include AE documents & drawings, as applicable)
 - Requested timeline (Identify 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)
- Additional Information Required:
 - Annual Permit?
 - If Yes, proceed to Next Section.
 - If No, identify DEB review requirement. Attach complete, accurate and Final Project Manual and Drawings
 - DEB Review Required
 - If Yes, have all DEB comments been addressed? ____
 - Are Project Manual and associated drawings complete, accurate, and Final? ____
 - Attach copy of DEB Authorization to Bid with Final Project Manual, Drawings, and Front Ends.

Reminders:

- Project Managers:** Plan for adequate time for preparing solicitation, updating front ends, posting of solicitation, pre-bid meetings, issuance of addendums, receipt & opening bids, checking of references, award, processing of bonds, pre-construction meeting, Building Permit approval, 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:
 - Requisition, Project manual, Scope of work, Drawings, Timeline, Parking & Laydown, Siemens and JCI quotes (if applicable)
 - IFB posting documents issued by Procurement Services and associated responses
 - Bidder questions / correspondence / posted addenda
 - Purchase Order / Copy of CO-9
 - Award documentation/correspondence related to project completion (Notice of Award, Notice to Proceed, etc.)

