



# Project Procurement Checklist

Over \$500,000 and non-Skilled Trades

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- ☐ Requisition (submit to [procurement@odu.edu](mailto:procurement@odu.edu))  
Requisition must include org 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.)

