



Public Works and Facilities Maintenance Checklist

CUPCCAA District for Internal Staff Use

PCC 20657: It is unlawful to split or separate any work for evading competitive bidding

STEP ONE: Complete/provide all information in this step regardless of the project dollar amount

Checklist Completed By: _____ Project Manager: _____
Project Name: _____
Project Solicitation Advertisement Date (requested): _____
Oracle Account: _____
Project Estimate \$: _____ Project Allowance \$: _____
Project Timeline: [Days contractor is given to complete the project] _____
Liquated Damages Amount \$: _____
Contractor's License Classification(s): _____
• Plans/Drawings: _____
• Technical Specifications: _____
• DSA Yes _____ No _____
• Project [Select One Only]: **Maintenance** ____ or **New** ____ [alteration, construction, installation, demolition or repair]
Scope of Work: [Complete Description]: _____

STEP TWO: Complete the following requirements according to the estimate of the project in step one.

\$0-\$59,999 - One Proposal [Inviting multiple contractors to submit proposals is recommended]

- ☐ Over \$0 certificate of insurance (COI) including additional insured endorsement
- ☐ Over \$1,000, Subject to prevailing wage regulations labor code 1770-1777.6 et seq.
- ☐ Over \$15,000 MAINTENANCE: PWC-100 Form Required [Does not qualify for SB 854 small project exemption]
- ☐ Over \$25,000 NEW: PWC-100 Form Required [Does not qualify for SB 854 small project exemption]
- ☐ Over \$25,000 Payment and Performance Bonds [Civil code 9550-9566]

\$60,000 - \$200,000 – INFORMAL Competitive solicitation conducted by the Purchasing Team [All registered contractors with license classification selected for the work must be invited to submit proposals]

- ☐ Oracle requisition in the budget amount allocated and complete Public Works and Facilities Maintenance Checklist
- ☐ Over \$0 certificate of insurance (COI) including additional insured endorsement
- ☐ Subject to prevailing wage regulations labor code 1770-1777.6 et seq. [Over \$1,000]
- ☐ PWC-100 Form Required – All project [Over \$25,000]
- ☐ Bid, Payment and Performance Bonds [Civil code 9550-9566, Public Contract Code 20483] [Over \$25,000]
- ☐ Informal contract documents [Mandatory 10 day solicitation between advertisement and bid opening/due date [72 hours between addendum and bid opening/due date PCC 4101.5]

\$200,001 and over – FORMAL Competitive solicitation conducted by the Purchasing Team [Public invitation to all contractor's with license classification selected for the work must be invited to submit proposals]

- ☐ Oracle requisition in the budget amount allocated and complete Public Works and Facilities Maintenance Checklist
- ☐ Over \$0 certificate of insurance (COI) including additional insured endorsement
- ☐ Subject to prevailing wage regulations labor code 1770-1777.6 et seq. [Over \$1,000]
- ☐ PWC-100 Form Required – All project [Over \$25,000]
- ☐ Bid, Payment and Performance Bonds [Civil code 9550-9566, Public Contract Code 20483] [Over \$25,000]
- ☐ Formal contract documents [Mandatory 14 day solicitation between advertisement and bid opening/due date [72 hours between addendum and bid opening/due date PCC 4101.5]