



**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-\$75,000 - 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]

**\$75,001 - \$220,000 – 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]

**\$220,001 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]