Project Procurement Checklist
Over $500,000 and non-Skilled Trades

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- 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 drawing complete, accurate, and Final? ____

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 Johnson Control 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)