**Project Procurement Checklist**

**Up to $500,000**

### Skilled Trades: $5,000-$99,999
- [ ] Paper Requisition (submit to Roxanne Crooks)
- [ ] Include the following with requisition:
  - [ ] Project Order Notification (e-blast). If less than $10,000: email to Micro Firm
  - [ ] Quote(s) from contractor(s)
  - [ ] CO-9 (fully executed by Procurement VCCO and Contractor)
- [ ] Ensure PO approved prior to commencement of work.

### Skilled Trades: $100,000 - $500,000
- [ ] 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)
  - [ ] COMPLETE scope of work (include AE documents & drawings, as applicable)
  - [ ] Requested timeline (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)
- [ ] Ensure PO approved prior to commencement of work.

### Reminders:
- [ ] **Project Managers:** Plan for adequate time for preparing solicitation, updating front ends, posting of solicitation, pre-quote meetings, issuance of addenda, approval of Building Permit, 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:
  - [ ] Email Blast (if less than $100,000)
  - [ ] RFQ and associated quotes
  - [ ] Bidder questions/correspondence/posted addenda
  - [ ] Purchase Order/copy of signed CO-9
  - [ ] Award Documentation, Bonds (as necessary), correspondence related to project completion

### Resources
- [ ] Procurement Services website [here](#):
  - [ ] Instructions for Skilled Trades Contract
  - [ ] Micro Contractors List (direct for projects less than $10,000)
  - [ ] Micro and SWAM Contractors List ($10,000 - $100,000)
  - [ ] CO9 Template and Skilled Trades Template