



Public Works Request Form	
Project Manager	
PM Email	
Payment Bond	Required on Contracts over \$25k and cost of Bond should be included in quote
Estimate	\$
Campus	
Project Name	
DSA (Division of the State Architect) If YES Contact GAFCON	YES NO Licensed Architect/Engineer prepare drawings and specs
EST. Start Date	
Completion Date	
Job Walk Date	
Engineer or Architect estimate \$75k to \$220k: DO NOT REQUEST QUOTES FROM CONTRACTORS and DO NOT CONTACT ANY CONTRACTORS Contractor's that provide quotes prior to advertising an informal bid are disqualified from bidding . Provide: 1. This document 2. Detailed scope of work 3. Job walk date 4. Project estimate 5. Estimated dates Purchasing will conduct the informal bid process	
\$75,000 - \$220,000 Informal Bid (Competitive solicitation conducted by Purchasing)	
	Over \$0 certificate of insurance (COI) including additional insured endorsement, (Purchasing will request COI document) Commercial Liability, Auto, and Workers' Comp \$1,000,000; Aggregate \$2,000,000
	Over \$1,000 Prevailing wage regulations labor code 1770-1777.6
	PWC-100 registered project with DIR Registration Number
	Bid, Payment and Performance Bonds (Civil code 9550-954666, PCC 20483) (Purchasing will request Bond document)
	Informal contract documents (Mandatory 10 day solicitation, 72 hrs between addendum and bid opening PCC4101.5)
\$220,000 and over Formal Bid contact GAFCON	
Contractor must register https://vendors.planetbids.com/portal/52798/portal-home Note: Must include CUPCCAA when completing Category/ Description	
Scope of Services (Prevailing Wage Rates Apply – Be sure Contractors are aware when quoting)	
Project (select only one): Maintenance ____ New ____ (alteration, construction, installation, demolition or repair) SCOPE:	
Attach this Document and all Plans, Drawings and Technical Specifications to requisition.	
Contact Purchasing regarding all Emergency Contracts prior to receiving quotes.	

District Facilities Signature
(Low Volt Electrical & Structures)

Date

Campus Facilities Signature
(Site Compliance Check and approval to outsource)

Date