



Public Works Request Form			
<b>Contractor Name</b>		<b>Project Manager</b>	
<b>Address</b>		<b>PM Email</b>	
<b>City, St, Zip</b>		<b>Payment Bond</b>	Required on Contracts over \$25k and cost of Bond should be included in quote
<b>Phone</b> (   )   -		<b>Estimate</b>	\$
<b>Email</b>		<b>Campus</b>	
<b>CSLB License #</b>		<b>Project Name</b>	
<b>License Classification</b>		<b>DSA</b> <small>(Division of the State Architect)</small> If YES Contact GAFCON	YES      NO Licensed Architect/Engineer prepare drawings and specs
<b>Dir #</b>		<b>EST. Start Date</b>	
<b>Contact Name</b>		<b>Completion Date</b>	
<b>\$0-\$74,999 One Proposal</b> (Inviting multiple contractors to submit proposals is recommended)			
Over \$0 Certificate of Insurance (COI) including additional insured endorsement, (Purchasing will request COI document) <b>Commercial Liability, Auto, and Workers' Comp \$1,000,000; Aggregate \$2,000,000</b>			
Over \$1,000 Prevailing wage regulations labor code 1770-1777.6			
Over \$15,000 MAINTENANCE: PWC-100 registered project with <b>DIR Registration Number</b>			
Over \$25,000 Payment and Performance Bonds (Civil code 9550-9566) (Purchasing will request Bond document) NEW: PWC-100 registered project with <b>DIR Registration Number</b>			
<b>\$75,000 - \$220,000 Informal Bid</b> (Competitive solicitation conducted by Purchasing)			
Over \$0 certificate of insurance (COI) including additional insured endorsement, (Purchasing will request COI document) <b>Commercial Liability, Auto, and Workers' Comp \$1,000,000; Aggregate \$2,000,000</b>			
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)			
<b>\$220,000 and over Formal Bid contact GAFCON</b>			
<b>Contractor must register</b> <a href="https://vendors.planetbids.com/portal/52798/portal-home">https://vendors.planetbids.com/portal/52798/portal-home</a> <b>Note: Must include CUPCCAA when completing Category/ Description</b>			
<b>Scope of Services (Prevailing Wage Rates Apply – Be sure Contractors are aware when quoting)</b>			
Project (select only one): Maintenance ____ New ____ (alteration, construction, installation, demolition or repair) SCOPE:			
<b>Attach this Document and all Plans, Drawings and Technical Specifications to requisition.</b>			
<b>Contact Purchasing regarding all Emergency Contracts prior to receiving quotes.</b>			

District Facilities Signature  
(Low Volt Electrical & Structures)

Date

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

Date