Requirements for Processing Maintenance Services, and Public Works and Other Construction Projects
DICTATED BY COST OF PROJECT

Total Cost	Maintenance Services (as defined by ICSUAM 5000 and SUAM 9700)	Public Works (Projects defined by SUAM 9700)	Purchase/Solicitation Type	Advertising	Anticipated Time to Completion
	ITEMS REQUIRED TO BE SUBMITTED WITH REQUEST (Anticipated time to completion starts AFTER this):				
Over $500	• State License Required	• State License Required	Various	x	Various
$1,000 and less	• Quote from preferred vendor • Prevailing Wage Not Required	• Quote from preferred vendor • Prevailing Wage Not Required	ProCard	x	Immediate
Over $1,000-$4,999	• Online Requisition • Scope of Work • VP Approval over $2k if not a Project • Quote from preferred vendor • DIR Registration (Completed by Buyer)	• Online Requisition • Scope of Work • VP Approval over $2k if not a Project • Quote from preferred vendor • DIR Registration (Completed by Buyer)	Purchase Order	x	Up to 3 days
$5,000-$24,999	• Email to Contracts Specialist • Public Works Project Info for Invitation for Bids form • Scope of Work, Supporting Documents • VP Approval over $2k if not a Project • Suggested list of vendors • DIR Registration (Completed by Buyer)	• Email to Contracts Specialist • Public Works Project Info for Invitation for Bids form • Scope of Work, Supporting Documents • VP Approval over $2k if not a Project • Suggested list of vendors • DIR Registration (Completed by Buyer)	Request for Quotes	Humboldt Builders Exchange	4 to 8 weeks
Small Business or Disabled Veteran Business Option Less than $314,000	• Email to Contracts Specialist • Public Works Project Info for Invitation for Bids form • Scope of Work, Supporting Documents • VP Approval over $2k if not a Project • Suggested list of SB or DVBE vendors • DIR Registration (Completed by Buyer)	• Email to Contracts Specialist • Public Works Project Info for Invitation for Bids form • Scope of Work, Supporting Documents • VP Approval over $2k if not a Project • Suggested list of SB or DVBE vendors • DIR Registration (Completed by Buyer)	Minor Cap Formal Invitation for Bids or Request for Proposals	No Advertising Required - Bid to two or more certified small businesses or to two or more certified disabled vetern business enterprises	8 to 15 weeks
$25,000-$709,000	• Email to Contracts Specialist • Public Works Project Info for Invitation for Bids form • Scope of Work, Supporting Documents • VP Approval over $2k if not a Project • Suggested list of vendors • DIR Registration (Completed by Buyer)	• Email to Contracts Specialist • Public Works Project Info for Invitation for Bids form • Scope of Work, Supporting Documents • VP Approval over $2k if not a Project • Suggested list of vendors • DIR Registration (Completed by Buyer)	Minor Cap Formal Invitation for Bids or Request for Proposals	Builders Exchanges, FI$CAL, PlanetBids	8 to 15 weeks
Over $709,000	• Email to Contracts Specialist • Public Works Project Info for Invitation for Bids form • Scope of Work, Supporting Documents • VP Approval over $2k if not a Project • Suggested list of vendors • DIR Registration (Completed by Buyer)	• Email to Contracts Specialist • Public Works Project Info for Invitation for Bids form • Scope of Work, Supporting Documents • VP Approval over $2k if not a Project • Suggested list of vendors • DIR Registration (Completed by Buyer)	Major Cap Formal Invitation for Bids or Request for Proposals	Builders Exchanges, FI$CAL, PlanetBids	12-16 weeks

Any work on campus requires Insurance Certificate(s) and Endorsement(s).