

University of Louisiana at Monroe
Title 38 - Public Works
Procedures Quick Reference

Total Contract Value	Requirements	Responsible Party
Up to \$10,000	• Requesting Department enters Requisition in Banner	Department
	• No competitive bids required	Department
	• Insurance Certificate & Indemnification Agreement required	Purchasing
	• PO only, no contract issued	Purchasing
	• May also use Check Request (if applicable) or P-Card (per spending limits) as payment method without requisition	Department
\$10,000 - \$24,999	• Requesting Department enters Requisition in Banner	Department
	• Requesting Department solicits quotes & records on Quote Tabulation Form	Department
	• Insurance Certificate & Indemnification Agreement required	Purchasing
	• Short Contract required (filing not required)	Purchasing
	• 50% Performance Bond <u>may be required at option of Project Manager</u>	Department
\$25,000 - \$250,000	• Requesting Department enters Requisition in Banner	Department
	• Requesting Department solicits quotes & records on Quote Tabulation Form	Department
	• Insurance Certificate & Indemnification Agreement required	Purchasing
	• 5% Bid Bond may be required (Department to make sure vendor knows of this to include in price)	Purchasing
	• 50% Performance Bond REQUIRED (Department to make sure vendor knows of this to include in price)	Purchasing
	• Full contract required	Purchasing
	• Proof of Filing	Purchasing
	• Corporate Resolution or Written Authority	Purchasing
	• Equal Opportunity and Assurance Statement	Purchasing
	• Contractor's Affidavit (notarized)	Purchasing
	• E-Verify Affidavit (notarized)	Purchasing
	• Non-Solicitation & Unemployment Affidavit (notarized)	Purchasing
	• Liquidated Damages Attestation (if Liquidated Damages are to be included)	Purchasing
	• Hudson/Veteran Attestation	Purchasing
• Certificate of Substantial Completion, require 45 day Clear Lien Certificate for payment of retainage	Purchasing	
• LA Contractor's License required for bids over \$50,000	Department	
Over \$250,000	• Requesting Department enters Requisition in Banner	Department
	• Requesting Department sends specifications and vendor list to Purchasing	Purchasing
	• Purchasing to advertise the bid 3 times in 25 days	Purchasing
	• Purchasing will solicit sealed bids from 5 vendors	Purchasing
	• Allow 25 days from first advertisement (and first ad cannot be on a Saturday, Sunday, or Legal Holiday)	Purchasing
	• Insurance Certificate & Indemnification Agreement required	Purchasing
	• Written contract required (LA R.S. 38:2241(A)(1))	Purchasing
	• 5% Bid Bond required (Department to make sure vendor knows of this to include in price)	Purchasing
	• 50% Performance Bond required (Department to make sure vendor knows of this to include in price)	Purchasing
	• Written contract required (LA R.S. 38:2241(A)(1))	Purchasing
	• Proof of Filing	Purchasing
	• Corporate Resolution or Written Authority required	Purchasing
	• Equal Opportunity and Assurance Statement	Purchasing
	• Contractor's Affidavit (notarized)	Purchasing
	• E-Verify Affidavit (notarized)	Purchasing
	• Non-Solicitation & Unemployment Affidavit (notarized)	Purchasing
	• Liquidated Damages Attestation	Purchasing
	• Hudson/Veteran Attestation	Purchasing
• Certificate of Substantial Completion, require 45 day Clear Lien Certificate for payment of retainage	Purchasing	
• Public Works Bid Form with Base Bid and Alternate Bid(s) (if applicable)	Purchasing	