

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

| Total Contract Value  | Requirements   | Responsible Party |
|---|--|-------------------|
| Up to \$5,000   | • 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        |
| \$5,000 - \$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>   | Purchasing        |
| \$25,000 - \$154,450  | • 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 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        |
|   | • Past Criminal Convictions Attestation (notarized)  | 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 \$154,450  | • Requesting Department enters Requisition in Banner   | Department        |
|   | • Requesting Department sends specifications and vendor list to Purchasing   | Department        |
|   | • 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        |
|   | • Past Criminal Convictions Attestation (notarized)  | 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   |                   |