

TASK

Effective Date: July 1, 2021

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Approved by: Chief Procurement Officer

Authority: [R.S. 38](#)

See Also:

[POL-U38](#) (*Methods of Procurement and Thresholds for Public Works*)

[PS-84](#) (*Custody of Facilities and Premises (LSUAM)*)

[PM-60](#) (*Execution of University System Contracts*)

[FRM-U38.A](#) (*Public Works Thresholds Guide*)

[FRM-U38.B](#) (*Bid/Quotation Tabulation for Public Works*)

TSK-U38.A FACILITY SERVICES PUBLIC WORKS PURCHASES

This task applies to facility services department employees requesting quotations for public works projects, not to exceed \$225,000. Change orders cannot exceed \$250,000.

Action by:

Purchasing Agent
(Campus Department)

Action:

1. **Prepares** bid request documentation (i.e. brief specification overview or project manual depending on scope of work).
2. **Selects** the number of suppliers to be solicited based on department's discretion and project complexity. All competition shall remain fair and competitive.
3. ***Ensures** bid response time is at minimum 24 hours. Response time length should be based on complexity of scope. Due date and time must be included on cover of bid request document.
4. ***Emails** bid request documentation to all suppliers at the same time. Each supplier receives email individually.
5. ***Maintains** confirmation of email.
6. ***Receives** quotes and attaches email with date/time stamp confirmation of all received quotes.
7. ***Enters** quote information on **FRM-U38.B: Bid/Quotation Tabulation for Public Works**
8. **Creates** requisition based on awarded supplier's quote information.
9. **Attaches** any required forms/prior approvals to requisition. (See **FRM-U38.A: Public Works Thresholds Guide**)
10. **Submits** requisition to Procurement to review for compliance and issuance of a contract and purchase order.

***Indicates items that must be maintained & documented by the soliciting party for auditing purposes.**