



## Peralta Community College District

### Procurement Check List

Procurement No. \_\_\_\_\_ PO/Contract No. \_\_\_\_\_

Procurement Title \_\_\_\_\_

The amount of documentation and size of the file will vary based on the size and type of procurement and our purchasing policies. Regardless of the size or type of procurement, the file must document completely all activities associated with the purchase.

**Section One—Before Award:** The following documentation **must** be placed in the procurement file.

- \_\_\_\_\_ Copy of all Specifications, Plans, Drawings and Scope of Work
- \_\_\_\_\_ Copy of the Solicitation list (Bid List)
- \_\_\_\_\_ Copy of Advertisement and/or other Public Notices, as required
- \_\_\_\_\_ Copy of Advertisement Proof Sheets (if applicable)
- \_\_\_\_\_ Copy of all Responses
- \_\_\_\_\_ Copy of the Wage determination (if applicable)
- \_\_\_\_\_ Copy of Sign-in Sheet from the Pre-Bid /site walk through meeting (if applicable)
- \_\_\_\_\_ Copy of any and all Addendum(s)
- \_\_\_\_\_ Copy of any questions from vendors attending the pre-bid meetings
- \_\_\_\_\_ Copy of any pre-bid meeting minutes (if applicable)
- \_\_\_\_\_ All Documents from bid opening
- \_\_\_\_\_ Bid Tabulation/ Recapitulation Form
- \_\_\_\_\_ Justification for Sole Source or emergency purchase (if applicable)
- \_\_\_\_\_ All correspondence related to procurement
- \_\_\_\_\_ Record of bid protest, and resolution or action
- \_\_\_\_\_ Conflict of Interest forms, from panel members (for RFPs and RFQs)
- \_\_\_\_\_ Copies of Warranties (if required)

- \_\_\_\_\_ Check Contractor's License number (if applicable) for low bidder at California's State License Board [http://www2.cslb.ca.gov/CSLB\\_LIBRARY/license+request.asp](http://www2.cslb.ca.gov/CSLB_LIBRARY/license+request.asp)
- \_\_\_\_\_ Check the State Debarment list (for low bidder) at DIR's site: <http://www.dir.ca.gov/dlse/debar.html>
- \_\_\_\_\_ Check the Federal Debarment list (for low bidder) at Exclude Parties List System: <https://www.epls.gov/>

**Section Two—After Award:** The following documentation relates to the winning/selected vendor and **must be** placed in the procurement file.

- \_\_\_\_\_ Copy of Rejection Letter to unsuccessful bidders
- \_\_\_\_\_ Copy of Requisition (or requisition number)
- \_\_\_\_\_ Measure A Procurement Request Form (if applicable)
- \_\_\_\_\_ Copy of the Memo to the Board of Trustees requesting approval for the Procurement and any Board meeting minutes related to this transaction.
- \_\_\_\_\_ Copy of Purchase Order
- \_\_\_\_\_ Copy of Independent Contractor/Consultant Service Contract (ICC, if applicable)
- \_\_\_\_\_ Copy of Contract (if applicable). Check here \_\_\_\_\_ if this is a construction contract to be maintained in the Department of General Services.
- \_\_\_\_\_ Copy of Notice of Award
- \_\_\_\_\_ Copy of Notice to Proceed
- \_\_\_\_\_ Bid Bond (if applicable) and or Check Number \_\_\_\_\_
- \_\_\_\_\_ Insurance Documents with endorsement
- \_\_\_\_\_ Performance and Payment Bond (if applicable)
- \_\_\_\_\_ SLBE/SELBE Self Certification Affidavit (if applicable)
- \_\_\_\_\_ Vendor Questionnaire and Certificate by Compliance
- \_\_\_\_\_ Bidder's Questionnaire
- \_\_\_\_\_ Certificate Regarding Workers' Compensation
- \_\_\_\_\_ Statement of Equal Employment Opportunity
- \_\_\_\_\_ Non-Collusion Affidavit (if applicable)

File Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_