

PUBLIC WORKS CHECKLIST

What's Needed	Projects less than \$5K	Projects \$5K - \$10K	Projects \$10K - \$24,999K	Projects \$25K	Projects \$50K - \$250K
Requisition	YES	YES	YES	YES	YES
Quote	YES	YES	YES	YES	YES
Scope of Work	NO	YES	YES	YES	YES
Certificate of Insurance	YES	YES	YES	YES	YES
Performance & Surety Bond	NO	NO	NO	YES	YES
Contractor License	Not required unless work involves a licensed trade (e.g., electrical, plumbing, HVAC).	Not required unless work involves a licensed trade (e.g., electrical, plumbing, HVAC).	Not required unless work involves a licensed trade (e.g., electrical, plumbing, HVAC).	Not required unless work involves a licensed trade (e.g., electrical, plumbing, HVAC).	YES
Secretary of State (Good Standing)	YES	YES	YES	YES	YES
Contract	NO	"Simple" 2-page (Can exclude Affidavit, EEO, Non-Seg, Indem.)	"Full" 2-page (must include Affidavit, EEO, Non-Seg, Indem.)	"Long" single page (with Affidavit, EEO, Non-Seg, Indem.)	"Long" single page (with Affidavit, EEO, Non-Seg, Indem.)

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File Contract at Natchitoches Clerk of Court (COC)	NO	NO	NO	YES	YES
Purchase Order	YES	YES	YES	YES	YES
Change Order Affects Contract	If a CO increases cost beyond \$5K, you must issue a contract.		If a CO increases cost beyond \$25K, vendor must be able to get a bond and must be changed to a "Long" contract & file w/COC.		If a CO increases cost beyond \$50K, vendor must be licensed with the LSLBC, if not licensed, you cannot exceed \$49.99K; otherwise, \$249.99K is project limit
Notice to Proceed	NO	NO	NO	YES	YES
Issue Notice of Acceptance to Vendor and File at COC	NO	NO	NO	YES	YES
Clear Lien (COC)	NO	NO	NO	YES	YES
Original Invoice	YES	YES	YES	YES	YES