

## Public Works Thresholds Guide

Pursuant to Public Bid Law Revised Statute 38

Note: Purchase Orders are issued for all dollar amounts.

Applicable Section	Threshold	Requirements
	\$5,000 AND UNDER	<ul style="list-style-type: none"> <li>Solicit fax, email or written quote based on department's discretion and project complexity.</li> <li>Insurance &amp; indemnification.</li> <li>No contract required.</li> </ul>
2241 2241.1 2248	OVER \$5,000 NOT TO EXCEED \$24,999	<ul style="list-style-type: none"> <li>Solicit fax, email or written quote based on department's discretion and project complexity.</li> <li>Insurance &amp; Contractor's Affidavit.</li> <li><b>Written Contract Required.</b></li> <li><b>Contractor's License required if (Plumbing, Electrical or Mechanical ≥ \$10,000.00)</b></li> <li><b>Performance, Payment, &amp; Labor Bonds</b> at option of project manager.</li> <li>Written contract (and bond(s), if required) recorded at Clerk of Court Office in parish where work is being done.</li> <li><b>Withhold retainage, issue certificate of substantial completion, require 45-day clear lien certificate to release payment of retainage.</b></li> </ul>
2216 2219 2241 2241.1 2248	\$25,000 NOT TO EXCEED \$75,000	<ul style="list-style-type: none"> <li>Solicit fax, email or written quote based on department's discretion and project complexity.</li> <li>Insurance &amp; Contractor's Affidavit.</li> <li><b>100% Performance, Payment, &amp; Labor Bonds Required.</b></li> <li><b>Contractor's License required if ≥ \$50,000. (Plumbing, Electrical or Mechanical ≥ \$10,000)</b></li> <li><b>Written contract &amp; bonds recorded at Clerk of Court Office in parish where work is being done.</b></li> <li><b>Withhold retainage, issue certificate of substantial completion, require 45-day clear lien certificate to release payment of retainage.</b></li> </ul>
2216 2219 2241 2241.1 2248	OVER \$75,000 NOT TO EXCEED \$234,999	<p>NOTE: IN ACCORDANCE WITH PM-60 ALL PROJECTS ≥ \$75K REQUIRE PRIOR APPROVAL FROM THE LSU SYSTEM PRESIDENT OR HIS DESIGNEE.</p> <ul style="list-style-type: none"> <li>Solicit fax, email or written quote based on department's discretion and project complexity.</li> <li>Insurance &amp; Contractor's Affidavit</li> <li><b>100% Performance, Payment, &amp; Labor Bonds Required.</b></li> <li><b>Contractor's License required.</b></li> <li><b>Written contract &amp; bonds recorded at Clerk of Court Office in parish where work is being done.</b></li> <li><b>Withhold retainage, issue certificate of substantial completion, require 45-day clear lien certificate to release payment of retainage.</b></li> </ul> <p><b>TOTAL COST INCLUDING CHANGE ORDERS CANNOT EXCEED \$260,000</b></p>
2212 2216 2218 2219 2241 2241.1 2248	\$235,000 NOT TO EXCEED \$999,999	<p>NOTE: CAMPUS PROCUREMENT DEPARTMENT REQUIRED TO HANDLE OFFICIAL BIDDING. CHANGE ORDERS CANNOT EXCEED \$1,000,000.</p> <ul style="list-style-type: none"> <li>Solicit sealed bids from a minimum of 5 suppliers.</li> <li><b>Advertise 3 times in 3 weeks.</b></li> <li><b>Allow 25 days from first ad. (Min. 10 days after pre-bid requirement)</b></li> <li>Insurance &amp; Contractor's Affidavit</li> <li><b>100% Performance, Payment, &amp; Labor Bonds Required.</b></li> <li><b>Contractor's License required.</b></li> <li><b>Written contract &amp; bonds recorded at Clerk of Court Office in parish where work is being done.</b></li> <li><b>Withhold retainage, issue certificate of substantial completion, require 45-day clear lien certificate to release payment of retainage.</b></li> </ul> <p><b>TOTAL COST INCLUDING CHANGE ORDERS CANNOT EXCEED \$999,999</b></p>
	\$1,000,000 OR MORE	Becomes a Capital Outlay Project & is done by State Facility Planning & Control (FP&C) or LSU Procurement if delegated approval to process from FP&C. Refer to <b>Capital Outlay Act 39:112</b>

Bold italics denotes current law.

Board of Regents (BOR) approval required ≥ \$250,000.