

Lake County Administrative Office
Solicitation Number Checklist



Dollar Amount	Quotes or Bids	Purchase Order or Contract	Minimum Signing Authority
Up to \$5,000	No Quotes Required	Not Required	Department Head
FOR THE FOLLOWING AMOUNTS, PLEASE USE THE CHECKLIST			
\$5,000+ to \$50,000	Request and Document a minimum of 3 price comparisons	Written Purchase Order or Contract approved by County Counsel	Department Head
\$50,000+ to \$100,000	Request and Document a minimum of 5 Sealed Bids or RFP	Written Purchase Order or Contract approved by County Counsel	Department Head
\$100,000+	Request and Document a minimum of 5 Sealed Bids or RFP	Written Purchase Order or Contract approved by County Counsel	Board Chairman, unless delegated

STEP ONE: Department Requests Solicitation Number

(Send Checklist to Admin via Interoffice mail or to LakeCountyPurchasingAgent@lakecountyca.gov)

Department: _____ Fund: _____ Budget Unit: _____

Project Name/Description: _____

Exemption Code: _____ (Attach reasoning for this exemption)

Contact Name: _____ Email: _____

STEP TWO: Admin Assigns Solicitation Number

(Administrative Office assigns and returns to Department)

Assigned Solicitation Number: _____

STEP THREE: Administration Office Review

(Department submits documents to Administration Office)

Date Received by Admin: _____ Appropriate documentation received ☐

Exemption Approved? YES ☐ NO ☐ Documented Attempts/Responses Attached? YES ☐ NO ☐

Admin Changes Requested? NO ☐ YES ☐ Date Returned to Dept: _____

Notes: _____

Date re-submitted to Admin: _____ Appropriate documentation received ☐

Admin Approval (Name / Date): Casey Moreno

STEP FOUR: Department Next Steps

(Department to complete, keep Checklist with final documents as they are routed)

☐ County Counsel Approval (if not on contract) Signature: _____

☐ To Auditor (copy of final documents, including Checklist)