

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
<b>FOR THE FOLLOWING AMOUNTS, PLEASE USE THE CHECKLIST</b>			
\$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 PurchasingAgent@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)*