

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@lakecountycalifornia.gov](mailto:PurchasingAgent@lakecountycalifornia.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): \_\_\_\_\_

**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)