Pursuant to Public Bid Law Revised Statute 38
Note: Purchase Orders are issued for all dollar amounts.

<table>
<thead>
<tr>
<th>Applicable Section</th>
<th>Threshold</th>
<th>Requirements</th>
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</thead>
</table>
|                    | $5,000 AND UNDER | • Solicit fax, email or written quote based on department’s discretion and project complexity.  
|                    |           | • Insurance & indemnification.  
|                    |           | • No contract required.  |
| 2241  
2241.1  
2248 | OVER $5,000 NOT TO EXCEED $24,999 | • Solicit fax, email or written quote based on department’s discretion and project complexity.  
|                    |           | • Insurance & Contractor’s Affidavit.  
|                    |           | • **Written Contract Required.**  
|                    |           | • Contractor’s License required if (Plumbing, Electrical or Mechanical > $10,000.00)  
|                    |           | • Perf. Pay, & Lab. Bonds at option of project manager.  
|                    |           | • Written contract (and bond(s), if required) recorded @ Clerk of Court Office in parish where work is being done.  
|                    |           | • **Withhold retainage, issue certificate of substantial completion, require 45-day clear lien certificate to release payment of retainage.**  |
| 2216  
2219  
2241  
2241.1  
2248 | $25,000 NOT TO EXCEED $75,000 | • Solicit fax, email or written quote based on department’s discretion and project complexity.  
|                    |           | • Insurance & Contractor’s Affidavit.  
|                    |           | • **100% Performance, Payment, & Labor Bonds Required.**  
|                    |           | • Contractor’s License required if > $50,000. (Plumbing, Electrical or Mechanical > $10,000)  
|                    |           | • Written contract & bonds recorded @ Clerk of Court Office in parish where work is being done.  
|                    |           | • **Withhold retainage, issue certificate of substantial completion, require 45-day clear lien certificate to release payment of retainage.**  |
| 2216  
2219  
2241  
2241.1  
2248 | OVER $75,000 NOT TO EXCEED $224,999 | NOTE: IN ACCORDANCE WITH PM-60 ALL PROJECTS > $75K REQUIRE PRIOR APPROVAL FROM THE LSU SYSTEM PRESIDENT OR HIS DESIGNEE.  
|                    |           | • Solicit fax, email or written quote based on department’s discretion and project complexity.  
|                    |           | • Insurance & Contractor’s Affidavit  
|                    |           | • **100% Performance, Payment, & Labor Bonds Required.**  
|                    |           | • Contractor’s License required.  
|                    |           | • Written contract & bonds recorded @ Clerk of Court Office in parish where work is being done.  
|                    |           | • **Withhold retainage, issue certificate of substantial completion, require 45-day clear lien certificate to release payment of retainage.**  
|                    |           | **TOTAL COST INCLUDING CHANGE ORDERS CANNOT EXCEED $250,000**  |
| 2212  
2216  
2218  
2219  
2241  
2241.1  
2248 | $225,000 NOT TO EXCEED $999,999 | NOTE: CAMPUS PROCUREMENT DEPARTMENT REQUIRED TO HANDLE OFFICIAL BIDDING. CHANGE ORDERS CANNOT EXCEED $1,000,000.  
|                    |           | • Solicit sealed bids from a minimum of 5 suppliers.  
|                    |           | • Advertise 3 times in 3 weeks.  
|                    |           | • Allow 25 days from first ad. (Min. 10 days after Pre-Bid requirement)  
|                    |           | • Insurance & Contractor’s Affidavit  
|                    |           | • **100% Performance, Payment, & Labor Bonds Required.**  
|                    |           | • Contractor’s License required.  
|                    |           | • Written contract & bonds recorded @ Clerk of Court Office in parish where work is being done.  
|                    |           | • **Withhold retainage, issue certificate of substantial completion, require 45-day clear lien certificate to release payment of retainage.**  
|                    |           | **TOTAL COST INCLUDING CHANGE ORDERS TO EXCEED $999,999**  |
|                    | $1,000,000 OR MORE | Becomes a Capital Outlay Project & is done by State Facility Planning & Control (FP&C). Refer to Capital Outlay Act 39:112  

Bold italics denotes current law.  
Board of Regents (BOR) approval required > $175,000.