



# PUBLIC WORKS/MAINTENANCE REQUEST FOR CONTRACT FORM (RFC)

Name of Requester: \_\_\_\_\_ Extension: \_\_\_\_\_ Date: \_\_\_\_\_  
Requisition #: \_\_\_\_\_ Board Date & Agenda # (if app.): \_\_\_\_\_  
Budget Administrator's approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Approve by AVC of-Facilities: \_\_\_\_\_ Date: \_\_\_\_\_

**SELECT TYPE OF PROJECT TO DEFINE DIR PWC-100 REQUIREMENTS:**

New Construction Alteration Installation Demolition Repair Maintenance  
\$25K for construction/alterations/install/demo/repair) and \$15K maintenance

**SCOPE OF WORK:**

CSLB #: \_\_\_\_\_ Active DIR #: \_\_\_\_\_ Is Project Subject to DSA? \_\_\_\_\_  
Projected Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Total of Days for Completion: \_\_\_\_\_  
Legal Entity Name of Contractor/Consultant/Vendor: \_\_\_\_\_  
Legal Signer's Name: \_\_\_\_\_ Direct Phone #: \_\_\_\_\_  
Legal Authorized Signer's email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Point of Contact's (POC) Name: \_\_\_\_\_ POC's email: \_\_\_\_\_  
Project Name, Location and/or Description: \_\_\_\_\_  
Total Bid Amount: \$ \_\_\_\_\_ Daily Liquidated Damages: \$ \_\_\_\_\_  
Measure W? (Complete section below) Proposal attached  
Point of Contact's (POC) Name: \_\_\_\_\_ POC's Direct Phone #: \_\_\_\_\_  
POC's email: \_\_\_\_\_

**TYPE OF CONTRACT REQUEST:**

Field Services Contract  
Contract Documents for Bid #: \_\_\_\_\_  
Special Services Agreement for: Architect Engineer IOR LOR CM/PM GeoTech  
Independent Contractor Agreement (Ex., Design Services)  
Amendment to existing/active Agreement (Describe what needs to be amended under Scope of Work.)  
Vendor's Agreement (non-standard contract review/negotiations). Explain why not using District standard Boilerplate agreement: \_\_\_\_\_

**Measure W – Contractor, Subcontractor and CM/PM Work Subject to PLA:**

Maintenance Modular furniture install On-site prep/survey Geotech  
Exploratory drilling Soil testing Material tests/inspections Instrument calibration  
Alterations Demo Install Improvement Remediation Retrofit  
Painting Repair Structure repair Temp HVAC Temp Fencing  
Landscaping Pipelines Pumps Pump stations Final cleaning  
Start-up Calibration Commissioning Performance Testing  
Loop checking Fabrication Trucking/Delivery (hauling/off hauling)

***See Article 1 and 2.3 for details on "Covered Work": [Project Labor Agreement](#)***

**ALLOW 3-5 BUSINESS DAYS FOR RFC TO BE COMPLETED POST REQ APPROVAL**

**IF A RUSH, CONTACT EXECUTIVE DIRECTOR OF GENERAL SERVICES: [Mina.Hernandez@wvm.edu](mailto:Mina.Hernandez@wvm.edu)**