



# 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: [Kim.Habian@wvm.edu](mailto:Kim.Habian@wvm.edu)**