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
FOR THE FOLLOWING AMOUNTS, PLEASE USE THE CHECKLIST			
$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: Social Services Fund: 168 Budget Unit: 5011

Project Name/Description: Stage One Childcare Services ~~Amendment~~

Exemption Code: 38.2 (2) *(Attach reasoning for this exemption)*

Contact Name: Betzy Wetmore Email: betzy.wetmore@lakecountyca.gov

STEP TWO: Admin Assigns Solicitation Number

(Administrative Office assigns and returns to Department)

Assigned Solicitation Number: 251247

STEP THREE: Administration Office Review

(Department submits documents to Administration Office)

Date Received by Admin: 6/10/25 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)*

For additional information, please see Article X of Chapter Two of the Lake County Code, Purchasing Ordinance or contact DCAO Casey Moreno at Casey.Moreno@lakecountyca.gov