

Cover Sheet and Instructions

**APPROVED DOCUMENT**—This document is approved by the Office of the President and Office of the General Counsel for use by the Facility.

PURPOSE OF DOCUMENT:	Serves as a publishable notice soliciting competitive bids for a project; provides bidders with basic project information and University requirements related to bidding; meets the Public Contract Code requirement to inform bidders of the project.					
CROSS-REFERENCES TO FACILITIES MANUAL (FM):	FM4[!]:4.4.2					
CONTENTS:	Advertisement for Bids (RFP, Advertisement for Prequalification)					
FOR USE WITH: <i>(check if applicable)</i>	√	Long Form (LF)	√	Brief Form (BF)	√	Multiple Prime (MP)
	√	Design Build (DB)	√	CM at Risk (CM)	√	Job Order Contract (JOC)
	√	Mini Form (MF)				
COMPLETED BY:	√	Filling In	√	Adding Text		No Data Required
ITS USE IS:	√	Required		Optional		

\*As determined by the University.

**Completion Instructions:**

1. Notes, suggested text, instructions and other information is formatted using the following methods: Hidden text within brackets. Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.

Coded instruction within brackets. {This is an example of the format.} The instructions and shading will disappear when the required information is typed.

Suggested text is shaded in gray without brackets (see Modifications and Additions below.)

2. **Licensing.** Insert the appropriate license classification and code. In most cases, the classification will be "General Building" and the code will be "B." On projects that do not include work on a building (e.g. road work), the classification would be "General Engineering" and the code would be "A." On projects that may be bid by specialty classifications, a Facility may also elect to list the classification and the "C" code for the specialty(ies) in addition to the "A" or "B" code and classification. If the Facility is unsure about which classification and code to list, contact the Contractor's State License Board for assistance in evaluating the appropriate classification(s).

3. **Estimated construction cost.** It is recommended (but not required) that an estimated construction cost be provided to Bidders to eliminate the need for Bidders to make inquiries on this subject. Please also note that if the cost estimate is uncertain, a cost range may be used as in the following example: Estimated construction cost: \$100,000 - \$140,000

# Exhibit \_\_\_\_\_ Advertisement for Bids

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## Modifications and Additions:

Revised Equal Employment Opportunity and non-discrimination language added.  
Language added that contract work is a public work subject to Labor Code sec. 1771.

## Comments:

1. Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. This is an example of the format. Ensure that any modified or added text is consistent with the Contract Documents.

2. Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.

3. **Assignment of contracts.** When an assignment of one or more contracts pursuant to separate Assignment Agreements is anticipated (see **FM4[I]:5.4.4**), modify the Advertisement for Bids as follows:

In the potential **assignee's** Advertisement for Bids: Add text in "Description of Work" of the potential assignee's Advertisement for Bids that addresses the assignment. Use the following sample text for guidance:

"The Work of this Project is divided into Multiple Bid Packages. The Work of this Bid Package Number { } consists of {describe}

The following Bid Packages have been awarded:

Bid Package Number { }, Structural Steel

Bid Package Number { }, Elevators

Bid Packages numbers { }, and { } will be assigned to the Contractor."

In the potential **assignor's** Advertisement of Bids, no additional text is required.

See also the Supplementary Instructions to Bidders for required modifications to that document.

4. **Bidder Prequalification.** When bidder prequalification is used, use the Advertisement for Contractor Prequalification (**FM5:RD2.1**) for the purpose of receiving prequalification documents (see **FM5[I]:4.3.2** for guidance) to be followed by the Advertisement for Bids (After Prequalification) for the purpose of receiving bids.

5. **Bidder Qualification.** When bidder qualification is used, modify the Advertisement for Bids as directed in **FM5[I]:4.4.2** and as shown in **FM5:RD2.6**.

6. **Federal Grants.** For projects receiving federal grant funding, add a sentence stating the amount of federal funds that will be used to finance the project and express this amount as a percentage of the total project cost (see **FM4[I]:5.3.1**). Include this information as a Project-specific item on page 2.

7. **Phased Construction.** When phased construction is used (see **FM4[I]:5.4.15**), supplement the "Description of Work" by stating the number of phases and briefly describing the requirements of each phase. Use the following sample text for guidance:

"The Work of this Project is divided into { } Phases.

The Work of Phase 1 consists of (describe the Work).

The work of Phase 2 consists of (describe the Work).

Continue with as many Phases as are required."

When a Project is Phased, each Phase must have a separate number of days for completion of the Phase, and each Phase must have its own Liquidated Damages (see also the Supplementary Instructions to Bidders). July 8, 2011 Advertisement for Bids Cover Sheet and Instructions LF: AFBCS 3

8. **Separate Contracts.** When separate contracts are used (see **FM4[I]:5.4.17**), add text to the "Description of Work" that addresses the separate contracts. Use the following sample text for guidance:

"Separate contracts have been awarded for the various elements of the Project Work. The Work required by this Contract will be Phase { } of the Project which will consist of landscape planting and irrigation work. The separate contracts comprising the Project shall be phased, with separate liquidated damages provisions for each. University's Representative will coordinate the separate contracts, working within the framework of the Contract Schedule."

9. **Contractor's Statement of Experience and Financial Condition.** When the Contractor's Statement is required add the following:

"Bidder must submit a Statement of Experience and Financial Condition for the most recently completed fiscal year with its Bid Form".

**Comments:**

1. **Advertisement.** Public Contract Code Section 10502, Public Notice to Bidders, requires The Regents to give public notice of construction projects (see **FM5[I]1.1**). The Code requires the notice (Advertisement For Bids) to state the time and place for receiving and opening sealed bids, to describe in general terms the work to be done, and describe the delivery method. The opening paragraph of the Advertisement For Bids provides a space for the delivery method such as Complete Plans and Specifications (Lump-sum), Cost-Plus, Construction Manager, or Design-Build.

2. **Phased Construction.** Experience has shown that the more Phases used in a Project the less likely the Project will be completed on time and within budget. It is recommended that Projects have as few phases as possible. A lesser number is more manageable and more likely to be completed successfully.

3. **Equal Employment Opportunity.** Equal Employment Opportunity language added to Advertisement.

Project Name: { }

Project No.: { }

## ADVERTISEMENT FOR BIDS

Subject to conditions prescribed by the University of California, {FACILITY}, sealed bids for a lump-sum contract are invited for the following work: {PROJECT NAME}, Project Number: {NUMBER}. Description of Work: {USE THE SAME DESCRIPTION AS IN THE ADVERTISEMENT FOR CONTRACTOR PREQUALIFICATION.} Procedures: Bidding documents will be available at {TIME & DATE}, and will be issued only at: {OFFICE}, UNIVERSITY OF CALIFORNIA, {FACILITY}, {ADDRESS}, {CITY}, {STATE} {ZIP CODE}, {TELEPHONE NUMBER}, {FAX NUMBER}.

Bidders must attend a **mandatory** pre-bid conference at {TIME & DATE}. For details, see {INSERT web address that provides all details including location and parking instructions, if any}

Bids will be received only at: {DEPARTMENT}, UNIVERSITY OF CALIFORNIA, {FACILITY}, {ADDRESS AND ROOM NUMBER}, {CITY}, {STATE} {ZIP CODE}. Bid Deadline: Sealed bids must be received on or before {TIME}, {DAY}, {DATE}.

The successful Bidder will be required to have the following California current and active contractor's license at the time of submission of the Bid: {LICENSE CLASSIFICATION}, {LICENSE CODE}

Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with the University within the limits imposed by law or University policy. Each Bidder may be required to show evidence of its equal employment opportunity policy. The successful Bidder and its subcontractors will be required to follow the nondiscrimination requirements set forth in the Bidding Documents and to pay prevailing wage at the location of the work.

The work described in the contract is a public work subject to section 1771 of the California Labor Code.

Estimated construction cost: \$ {AMOUNT}

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA  
University of California, {FACILITY}  
{DATE}