

# Bid Form

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## 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 and is available on electronic media.

<b>PURPOSE OF DOCUMENT:</b>	Sets forth the basis of bids and price quotes and contains blank spaces so that all bids will be submitted on an identical form.				
<b>CROSS-REFERENCE TO FACILITIES MANUAL:</b>	FM4[[]]:4.5.4				
<b>CONTENTS:</b>	Bid Form				
<b>FOR USE WITH:</b>	✓	Long Form (LF)	✓	Brief Form (BF)	Mini Form (MF)
<b>COMPLETED BY:</b>	✓	Filling in	✓	Adding Text	No Data Required
<b>ITS USE IS:</b>	✓	Required		Optional	

**NOTE:** To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

### Completion Instructions:

- 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. **Contract Time.** Enter the number of calendar days allowed for completion of the Work.
3. **Irrevocable Bid Period.** The Instructions to Bidders states that bids are irrevocable for a period of 60 calendar days after the bid deadline unless the Facility consents to a different time period. The Bid Form states, "Bidder agrees that it will not withdraw its Bid within sixty (60) days after the Bid Deadline." If a period other than 60 days is selected, substitute the 60-day time period with the new time period. (See **FM4[I]:4.5.4** and **FM4[I]:5.4.13** for guidance.)
4. **Allowances.** If allowances are used, enter an amount and description for each allowance. If no allowances are required, delete the relevant language in Article 4. (See **FM4[I]:5.4.1** for guidance.)
5. **Unit Prices.** If Unit Prices are used, enter a description, Estimated Quantity, Specifications Section, and Units (e.g. SF) for each Unit Price item. The Bidder fills in the amount. If no Unit Prices are required, reserve the number and title and insert "NOT USED".
6. **Daily Rate for Compensable Delay.** Enter a number of days for the calculation of the daily rate of compensation for Compensable Delay (shown as a "multiplier"); the Bidder fills in the amount of the daily rate of compensation. Each Facility is responsible for determining the multiplier which must be based on an analysis of the project type, scope, anticipated cost, and schedule. A standard formula can be developed for each Facility based on the length of construction for similar types of projects.
7. **Alternates.** When Alternates are used, identify and separately describe each Alternate, in concise and complete terms. Select the appropriate the language relating to Contract Time for each Alternate. If "Add" or "Deduct" is intended, the Bidder indicates by placing figures in the corresponding boxes. If "No Change" is intended, Bidder indicates by marking the "No Change" box. (See **FM4[I]:5.4.2** for guidance.)
8. **Required Completed Attachments.** The item listed in Article 12.0 may not be deleted. (See Modifications and Additions below for additions of any other items the bidder is required to complete and attach when submitting the bid.)

#### **Modifications and Additions:**

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. When addenda modify this form, the Bid Form must be reissued in its entirety. Note the revision or reissue date on each sheet of the revised Bid Form.

4. **Required Completed Attachments.** Add any documents required to be completed and submitted at the time of bidding. For example, if bidder qualifications are a required document to be completed and submitted with bid, add the actual title of the document to the list of required completed attachments as shown below:

"{2.} Contractors Statement of Experience and Financial Condition current for the most recently completed fiscal year."

5. **Phased Construction.** When phased construction is used, add new text to the first paragraph on page 2, using the sample text below for guidance. Modifications of this paragraph are necessary if different completion times are required for each phase. (See **FM4[I]:5.4.15** for additional guidance.)

"All of the Work for a separate Phase shall be fully completed within { } calendar days from the date of commencement specified in the Notice to Proceed for that Phase. Such notices will be issued separately and sequentially for each of the { } Phases as the Work progresses."

6. **Separate Bids and Combined Bids.** When separate bids and combined bids are used, list and identify each separate bid with reference to the Drawings and the Specifications sections describing the work of each bid. (See **FM4[I]:5.4.16** for guidance.)
7. A Facility may choose a minimum compensable delay in the best interests of the Project. If so, use the language in parentheses { } and in grey highlight.

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 X multiplier

(Place figures in appropriate boxes.)

The Minimum Compensable Daily Rate is \$\_\_\_\_\_per day. Failure to fill in a dollar figure for the daily rate for Compensable Delay at or greater than the Minimum Compensable Daily Rate shall rend the bid non-responsive.}

**Comments:**

None

Project Name: {            }

Project No.: {            }

**BID FORM**

FOR:

{NAME OF PROJECT}

UNIVERSITY OF CALIFORNIA

{FACILITY NAME}

{CITY, STATE}

{DATE}

BID TO:

{NAME OF FACILITY OR FIRM RECEIVING BIDS}

{ADDRESS}

{CITY, STATE & ZIP CODE}

{TELEPHONE NUMBER}

BID FROM:

\_\_\_\_\_

(Name of Bidder)

\_\_\_\_\_

(Address)

\_\_\_\_\_ , \_\_\_\_\_

(City)

(State)

(Zip Code)

\_\_\_\_\_

(Telephone Number)

\_\_\_\_\_

(Date Bid Submitted)

Note: All portions of this Bid Form must be completed and the Bid Form must be signed before the Bid is submitted. Failure to do so will result in the Bid being rejected as non-responsive.

1.0 BIDDER'S REPRESENTATIONS

Bidder, represents that a) Bidder and all Subcontractors, regardless of tier, has the appropriate current and active Contractor's licenses required by the State of California and the Bidding Documents; b) it has carefully read and examined the Bidding Documents for the proposed Work on this Project; c) it has examined the site of the proposed Work and all Information Available to Bidders; d) it has become familiar with all the conditions related to the proposed Work, including the availability of labor, materials, and equipment. Bidder hereby offers to furnish all labor, materials, equipment, tools, transportation, and services necessary to complete the proposed Work on this Project in accordance with the Contract Documents for the sums quoted. Bidder further agrees that it will not withdraw its Bid within {60} days after the Bid Deadline, and that, if it is selected as the apparent lowest responsive and responsible Bidder, that it will, within 10 days after receipt of notice of selection, sign and deliver to University the Agreement in triplicate and furnish to University all items required by the Bidding Documents. If awarded the Contract, Bidder agrees to complete the proposed Work within {NUMBER} days after the date of commencement specified in the Notice to Proceed.

2.0 ADDENDA

Bidder acknowledges that it is Bidder's responsibility to ascertain whether any Addenda have been issued and if so, to obtain copies of such Addenda from University's Facility at the appropriate address stated on Page 1 of this Bid Form. Bidder therefore agrees to be bound by all Addenda that have been issued for this Bid.

3.0 NOT USED

4.0 LUMP SUM BASE BID

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(Place figures in appropriate boxes.)

Bidder includes in the Lump Sum Base Bid the following allowances:

{\$AMOUNT IN FIGURES} for {DESCRIBE EACH ALLOWANCE}.

5.0 SELECTION OF APPARENT LOW BIDDER

Refer to the Instructions to Bidders for selection of apparent low bidder.

6.0 UNIT PRICES

The quantities set forth in the Unit Prices are estimates. University does not represent that the actual quantity of any Unit Price item will equal the Estimated Quantity stated below. University will perform the extension of the Unit Price times the respective Estimated Quantity.

Unit Price for {DESCRIBE ITEM} as specified in Section {INSERT NUMBER e.g. 02000}

Estimated Quantity of units: {ESTIMATE QUANTITY}

\$    ,    •   per {INSERT UNITS e.g. SF}

(Place Unit Price figures in appropriate boxes.)

7.0 DAILY RATE OF COMPENSATION FOR COMPENSABLE DELAYS

Bidder shall determine and provide below the daily rate of compensation for any Compensable Delay caused by University at any time during the performance of the Work:

\$   ,    •   X {NUMBER} multiplier

(Place figures in appropriate boxes.)

University will perform the extension of the daily rate times the multiplier.

The daily rate shown above will be the total amount of Contractor entitlement for each day of Compensable Delay caused by University at any time during the performance of the Work and shall constitute payment in full for all delay costs, direct or indirect (including, without limitation, compensation for all extended home office overhead and extended general conditions), of the Contractor and all subcontractors, suppliers, persons, and entities under or claiming through Contractor on the Project. The number of days of Compensable Delay shown as a "multiplier" above is not intended as an estimate of the number of days of Compensable Delay anticipated by the University. The University will pay the daily rate of compensation only for the actual number of days of Compensable Delay, as defined in the General Conditions; the actual number of days of Compensable Delay may be greater or lesser than the "multiplier" shown above.

8.0 ALTERNATES

In order for a Bid to be responsive, Bidder must submit an additive bid, a deductive bid, or a "no change" bid, for each Alternate listed below. The failure to do so shall result in the Bid being rejected as non-responsive. The failure to quote an amount, unless the bidder marks the "no change" box, will result in the bid being rejected as non-responsive.

The Contract Time will change by the number of days, if any, specified for each accepted Alternate.

Alternate No. 1

Description: {INSERT DESCRIPTION}  
\_\_\_\_\_  
\_\_\_\_\_

Project Name: {                    } }

Project No.: {                    } }

Bid for Alternate No. 1

If "Add" or "Deduct" is intended, indicate by placing figures in the corresponding boxes. If "No Change" is intended, indicate by marking the "No Change" box

Add                    \$    ,  ,  .

Deduct                    \$    ,  ,  .

No Change: Bidder will perform this Alternate without change to Contract Sum.

No extension of time will be granted if this Alternate is accepted.

University reserves the right to accept this Alternate within 30 calendar days after the date University signs the Agreement:

9.0 LIST OF SUBCONTRACTORS

Bidder will use Subcontractors for the Work:

Yes \_\_\_\_\_

If "yes", provide in the spaces below (a) the name and the location of the place of business of each subcontractor who will perform work or labor or render service to the prime contractor in or about the construction of the work or improvement, or a subcontractor licensed by the state of California who, under subcontract to the prime contractor, specifically fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of 1/2 of 1 percent of the prime contractor's total bid, (b) the portion of the work which will be done by each subcontractor. The prime contractor shall list only one subcontractor for each such portion as is defined by the prime contractor in its bid.

Portion of the Work Activity (e.g. electrical, mechanical, concrete)	Subcontractor	
	Name	Location (City)



Project Name: {                    }

Project No.: {                    }


(Note: Add additional pages if required.)

11.0 BIDDER INFORMATION

TYPE OF ORGANIZATION:

\_\_\_\_\_

(Corporation, Partnership, Individual, Joint Venture, etc.)

IF A CORPORATION, THE CORPORATION IS ORGANIZED UNDER THE LAWS OF:

THE STATE OF \_\_\_\_\_.

(State)

NAME OF PRESIDENT OF THE CORPORATION:

\_\_\_\_\_

(Insert Name)

NAME OF SECRETARY OF THE CORPORATION:

\_\_\_\_\_

(Insert Name)

IF A PARTNERSHIP, NAMES OF ALL GENERAL PARTNERS:

\_\_\_\_\_

(Insert Names)

CALIFORNIA CONTRACTORS LICENSE(S):

