

## RD 1.2 Sample Advertising Schedule

(see FM[ ]:1.1.1 and [ ]:5.1.1)

The following is a sample advertising schedule for projects over \$100,000. For definition of "project," see PCC10500.

### Advertisement for Bids:

**Initial** publication up to 60 days before the date set for receiving of bids (normally 21 days but the duration of bidding period depends on the scope and value of construction)

### **and again**

**Second** publication after **initial** publication (normally 7 days later) **AND** before the date of the Pre-Bid Conference and Site Visit

### Pre-Bid Conference and Site Visit (or 'Job Walk'):

Generally 5-7 days (longer for larger more complex projects) before the date set for receiving of bids

### Last Day to Submit Questions:

At least 4 days (normally 6-10 days) before the date set for receiving of bids.

### Notes:

1. A campus may elect to have the **initial** publication of Advertisement for Bids be **earlier** in the schedule provided the **initial** publication is within the 60-day window prior to the date for receiving bids.
2. A campus may elect to have the **second** publication of Advertisement for Bids be **later** in the schedule provided the **final** publication occurs before the mandatory Pre-Bid Conference and not normally later than 7 days before the date set for receiving bids.
3. If prequalification is used and all advertisements for prequalification are issued within the 60-day window prior to the date set for receiving bids, a campus may elect to combine such advertisement for prequalification and the advertisement for bids in a single document provided that this

document includes all the information required to be included in an advertisement for bids under the Public Contract Code.

4. Postponement by addendum of the date for receiving bids does not normally require re-advertising.

Contract Change No. 06-078-P (December 20, 2006)