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

**Advertisement of Bids**

**Cover Sheet and Instructions**

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| --- | --- | --- | --- | --- | --- | --- |
| 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: *(check if applicable)* |  | Long Form  (LF) |  | Brief Form  (BF) |  | Multiple Prime  (MP) |
|  | Design Build  (DB) |  | CM at Risk  (CM) | √ | Job Order Contract  (JOC) |
|  | Mini Form  (MF) |  | Informal Form (IF) |  |  |
| 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 Contractors 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

**Modifications and Additions:**

1. **Added Paragraph regarding UC’s requirement that Bidders use best efforts to hire qualified SBE and DVBE firms.**

**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. 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 for the purpose of receiving prequalification documents (see **FM5:4.3.2** 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 **FM5:4.4.2**.

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 **FM4:5.3.1**). Include this information as a Project-specific item on page 2.

7. Separate Contracts. When separate contracts are used (see FM4:5.4.17), 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.”

8. ***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”.

END OF COVERSHEET AND INSTRUCTIONS

ADVERTISEMENT FOR BIDS

Subject to conditions prescribed by the University of California, {FACILITY}, sealed bids for a Job Order 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.}

Sample:

**DESCRIPTION OF THE WORK**:

The University is seeking to hire a Contractor for renovation work that will be delivered by Job Order Contracting (JOC). As described in more detail in the bidding documents, work under the JOC will be limited to the following:

1. All mechanical single trade work between $150k and $300k at the Science Hall, Library, and Nobel Classroom Buildings.
2. All multi-trade work between $200 and $400k at the Main Hospital Building.
3. All laboratory remodel work between $250k and $500k at Laboratories A, B, and C.

The Job Order Contract awarded under this solicitation will have a Maximum Job Order Contract amount of $5,000,000 for the initial term with two possible extensions for $5,000,000 each. Individual Job Order Authorizations will range from $100,000 to $1,000,000.

The Job Order Contract will have a Maximum Job Order Contract amount of $ {AMOUNT} for the initial term with two possible options for $ {AMOUNT} each.

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}.

Checks for deposit will be required in the amount of ${AMOUNT} per set of Bidding Documents. Checks are to be made payable to "The Regents of the University of California."

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}.

{IF BID OPENING WILL NOT PROMPTLY FOLLOW THE BID DEADLINE, ADD THE FOLLOWING:} Bids will be opened at: {TIME}, {DAY}, {DATE} at: {ADDRESS AND ROOM NUMBER}, UNIVERSITY OF CALIFORNIA, {FACILITY}, {CITY}, {STATE} {ZIP CODE}

Bid Security in the amount of $25,000 shall accompany each Bid. The surety issuing the Bid Bond shall be, on the Bid Deadline, an admitted surety insurer (as defined in California Code of Civil Procedure Section 995.120).

IF USING GORDIAN SYSTEM FOR YOUR JOC, USE THE FOLLOWING:

The University selected The Gordian Group’s (Gordian) Job Order Contracting System for this project. The Gordian JOC Solution® includes Gordian’s proprietary JOC software applications (JOC Applications) and construction cost data (Construction Task Catalog®), which shall be used by the Contractor solely for the purpose of fulfilling its obligations under this Contract, including the preparation and submission of Job Order Schedule of Values, subcontractor lists, and other requirements specified bythe University.

IF USING THE GORDIAN **CAMPUS FEE** VERSION

The Contractor shall be required to execute Gordian’s JOC System License.

IF USING THE GORDIAN **CONTRACTOR FEE** VERSION

The Contractor shall be required to execute Gordian’s JOC System License and Fee Agreement and pay a 1% JOC License Fee to obtain access to the Gordian JOC Solution.

The Contractor License Fee is 1% of the Job Order Sum for every Job Order and shall be paid directly by the Contractor to The Gordian Group as set forth in 6.3.10 of the Supplementary Instructions to Bidders.

IF USING CANON SIMPLEBID SYSTEM FOR YOUR JOC, USE THE FOLLOWING:

The University selected Facility Optimization Solutions (FOS) of Cannon Design’s (Consultant) Job Order Contracting Solution for this project, which includes Consultant’s proprietary Simplebid™ JOC software applications (JOC Applications) and construction cost data (the Simplebid™ Book), which shall be used by the Contractor to prepare and submit Job Order Schedule of Values, subcontractor lists, and other requirements specified by the University. The Contractor shall be required to execute FOS of CannonDesign’s End-User License Agreement (EULA).

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 rates at the location of the work.

In addition, the University is committed to promoting and increasing participation of small business enterprises (SBEs) and disabled veteran business enterprises (DVBEs) relating to all goods and services covered under the awarded agreement, subject to any and all applicable obligations under state and federal law, and University policies.  The awarded contractor shall make best efforts to provide qualified SBEs and DVBEs with the maximum opportunity to participate.  Please contact {CAMPUSES SBE Rep.} for further information.

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

No contractor or subcontractor, regardless of tier, may be listed on a Bid for, or engage in the performance of, any portion of this project, unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 and 1771.1.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

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}

The Job Order Contract will have a Maximum Job Order Contract amount of $ {AMOUNT} for the initial term with two possible options for $ {AMOUNT} each.

No contractor or subcontractor, regardless of tier, may be listed on a Bid for, or engage in the performance of, any portion of this project, unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 and 1771.1.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

The successful Bidder shall pay all persons providing construction services and/or any labor on site, including any University location, no less than the UC Fair Wage ($15 per hour) and shall comply with all applicable federal, state and local working condition requirements.

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