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

**Cover Sheet and Instructions**

ADVERTISEMENT FOR BIDS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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[I]: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 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

**Modifications and Additions:**

1. **Added Paragraph regarding UC’s requirement that Bidders use best efforts to hire qualified SBE and DVBE firms.**
2. **Deleted outdated UC Fair Wage information (gradual increase in rates from 2015-2017)**

**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. ***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.

4. ***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**.

END OF COVER SHEET AND INSTRUCTIONS

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}.

{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}

{FACILITY OPTION: IF FACILITY ELECTS TO REQUIRE ANY PREAWARD PRODUCT SUBSTITUTION, INCLUDE THE FOLLOWING PARAGRAPH:} The deadline for receipt of requests for products, materials or equipment specified by name may be required prior to the Bid Deadline. The Bidding Documents should be reviewed for further details.

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.

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

{Optional: It is recommended that an estimated construction cost or cost range is included}

Estimated construction cost: $ {AMOUNT}

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