****Purchasing Department

Public Works Informal/Formal Bid Request

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Department: |  | | | | | | Date: | |  | |
| Project Name: |  | | | | | | Project Manager: | |  | |
|  |  | | | | | | Phone Ext: | |  | |
| Project # & Bid #: | | |  | | | |  | | |  |
| Estimated Cost Range: | | |  | | | |  |  | | |
| Bid Type: …………… | | Informal (≤ $200K)  Formal (> $200K) | | | | | Req#–Reprographic Services (if required) | | |  |
| State Funds-Chancellor’s Approval to Bid required: | | | | | | Yes  No | Req#/Contract #–Inspection Services . . | | |  |
| If yes, received Chancellor’s approval on: | | | | |  | | Req#/Contract#–Testing Services . . . .. | | |  |
| Federal Funds-Agency Approval to Bid required: | | | | | | Yes  No | PLA/LCP Required . . …………………. | | | Yes  No |
| If yes, received Agency’s approval on: | | | | |  | | Funds Spent by Date . . . . . . . . . . . . . . . . | | |  |
| Funds Encumbered by Date: | | | |  | | | Funds Spent by Date . . . . . . . . . . . . . . . . | | |  |
| Funding Source/Account Number(s) for | | | | |  | | | | | |
|  | | | | |  | | | | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A/E Firm: |  | | | | | | Contact Name: |  | | |
| Address: |  | | | | | | Phone & Fax: |  | | |
|  |  | | | | | | Email Address: |  | | |
| Completed Project Directory & Professional Stamp Page attached . . . . . . . . . | | | | | | | Yes  No | If not, will provide by: | |  |
| Electronic copies of Drawings and Specifications attached . . . . . . . . . . . . . . | | | | | | | Yes  No | If not, will provide by: | |  |
| DSA Approval Letter, Drawings and Specifications attached . . . . . . . . . . . . . . | | | | | | | Yes  No | If not, will provide by: | |  |
| If DSA Exception – Certification Letter, drawings and specifications attached | | | | | | | Yes  No | If not, will provide by: | |  |
| If DSA Approval is not required – are completed drawings & specs attached. | | | | | | | Yes  No | If not, will provide by: | |  |
| Electronic copies of Drawings and Specifications attached . . . . . . . . . . . . . . | | | | | | | Yes  No | Number of Drawings: | |  |
|  | | | | | | | | | | |
| Contractor’s License Type(s): | |  | | Special Qualifications: | | |  | | | |
|  | | | | | | | | | | |
| Number of Days to Complete: | |  | | Calendar  Working | | | Desired Start: |  | Desired End: |  |
| Liquidated Damages . . . . . . $ | |  | | per |  | | Work Hours: |  | | |
|  | | | | | | | | | | |
| Geotechnical Investigation Version: | | |  | | Site Map Version: | |  | Project Map Version: | |  |
| SWPPP Required:  Yes  No If yes, site SWPPP and Erosion Control Plan must be included within Specs and Drawings. | | | | | | | | | | |
| Asbestos/Hazardous Materials:  Yes  No If yes, Site Report must be attached. | | | | | | | | | | |
|  | | | | | | | | | | |
| A&E Spec TOC lists all Spec Sections submitted by A&E | | | | | | Spec Section 01100 includes: | | | | |
| Specs for Products comply with PCC Section 3400 | | | | | | Work Description with Site Location | | | | |
| Contractor Staging/Laydown Area identified in Drawings/Specs | | | | | | Project Schedule | | | | |
| A&E List of Drawings has all drawings submitted | | | | | | Owner Procured Materials (OFCI & OFOI items) | | | | |
| Utility Relocation/Shut-Off required | | | | | | Allowances | | | | |
| Work includes Blasting/Explosives | | | | | | Alternates | | | | |
| Work includes Digging/Trenching | | | | | | Unit Prices | | | | |
|  | | | | | |  | | | | |

Submitted by \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by (Cerritos College) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return completed form and attachments to Purchasing. Include comments or additional information on a separate sheet.**