****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  |  |
|  |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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.**