

Certification

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on electronic media.

PURPOSE OF DOCUMENT:	Informs bidders of the preparer of the bidding documents; meets the signature and certification requirements of the California Business and Professions Code.			
CROSS-REFERENCE TO FACILITIES MANUAL:	None			
CONTENTS:	Certification form			
FOR USE WITH:	CM/Contractor Agreement			
COMPLETED BY:	✓	Filling in	Adding Text	No Data Required
ITS USE IS:	✓	Required	Optional	

NOTE: To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

Completion Instructions:

1. Notes, suggested text, instructions and other information is formatted using the following methods:
 - Hidden text within brackets. {This is an example of the format.} 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 Modification and Additions below.)
2. The Certification must be completed by the Facility and signed by the person who prepared the bidding documents or by an officer of the firm that prepared the bidding documents. The Certification should be completed according to the following instructions:

Complete the “Name of Firm” prior to bidding to the CM/Contractor:

- The “Name of Firm” must be the name of the firm that is preparing or will prepare the bidding documents.

Complete the “Date” and have Design Professional stamp and sign the Certification page prior to authorizing CM/Contractor to bid the applicable trade packages:

- The “Date” must be the date the Certification is signed.
- In accordance with the California Business and Professions Code, the professional registration stamp—with signature and expiration date—of the individual who prepared the Specifications and Drawings, or of the responsible architect or engineer of the firm or Facility that prepared these documents, must be affixed beneath the word “Certification.”

Modifications and Additions:

None.

Comments:

1. Most bidding documents must be signed by an architect or engineer registered in California. If an individual other than a California-registered architect or engineer prepares bidding documents that require the signature of an architect or engineer, the California registered architect or engineer supervising that individual must sign the bidding documents.

Project Name: { }

Project No.: { }

CERTIFICATION

Bidding Documents Prepared By:

{ Name of Firm }

{ Street Address }

{ City, State, Zip }

Tel: { Telephone Number } Fax: { Fax Number }

Signed:

(Signature of an Officer of the Firm Named Above)

Typed Name:

{ Name of Certifying Officer }

Title

{ Title of Certifying Officer }

(Affix professional registration stamp of the person named above with signature and expiration date.)