

Letter of Bid Package Review

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:	Letter providing University's approval of a proposed Bid Package.			
CROSS-REFERENCE TO FACILITIES MANUAL:	None			
CONTENTS:	Letter of Bid Package Review			
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. 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.)
 - Alternatives for selection are checkboxes. is an example. The alternatives are mutually exclusive and instructions inform user to check only one box.

Modifications and Additions:

None

Comments:

None

Project Name: { }

Project No.: { }

EXHIBIT {NUMBER}

LETTER OF BID PACKAGE REVIEW

{Date}

{CM/Contractor Name}

{CM/Contractor Address}

The University of California has completed its review of Bid Package number {Number} for the {Project Name} Project. Since the review is now complete, you should proceed as follows:

Bid this scope of work. After completion of bidding you must provide the University's Representative with a "Bid Package Certification" and an updated "Expanded List of Subcontractors." University will not issue a Contract Amendment until these documents are submitted and approved.

Prepare to submit a bid to self-perform this scope of work. University will be bidding this scope of work.

Should you have any questions related to this letter, please direct them to the University's Representative, {Name}.

Sincerely,

{Facility Contract Administrator}