

# 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 computer diskette (see Introduction to the Facilities Manual, "Approved Documents").

<b>PURPOSE OF DOCUMENT:</b>	Informs bidders of the preparer of the bidding documents; meets the signature and certification requirements of the California Business and Professions Code.				
<b>CROSS-REFERENCES TO FACILITIES MANUAL (FM):</b>	[I]:4.3.2				
<b>CONTENTS:</b>	Certification form				
<b>FOR USE WITH: (Not Applicable to Some Documents)</b>	√	Long Form (LF)		Brief Form (BF)	Mini Form (MF)
<b>COMPLETED BY:</b>	√	Filling In		Adding Text	No Data Required
<b>ITS USE IS:</b>	√	Required		Optional	

### Completion Instructions:

1. 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.
2. Fill in all blank spaces in accordance with the following instructions:
  - a. The "Name of Firm" must be the name of either the person or the firm that prepared the bidding documents. If the bidding documents were prepared by Facility personnel, provide the name of the responsible individual and affiliated title, office or department, and Facility.
  - b. The "Date" must be the date the Certification is signed.
  - c. 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.
2. Pursuant to the California Business and Professions Code, Sections 5538 and 6745, an unlicensed individual may prepare plans and specifications for the following types of projects:

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- Storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment, and any work required for the installation of these items.
- Any alterations or additions to any building required for or attendant upon the installation of such storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment, provided that these alterations do not change or affect the structural system or safety of the building.

Project Name: { }

Project No.: { }

## **CERTIFICATION**

{NAME OF PROJECT}

Bidding Documents Prepared By:

{NAME OF FIRM}

{ADDRESS}

{CITY, STATE, ZIP CODE}

Signed: \_\_\_\_\_ {DATE}  
(Signature of an Officer of the Firm Named Above)

{TYPED NAME}

{TITLE}

Certification:

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