## Letter of Bid Package Review

**Cover Sheet and Instructions**

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|  | 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. |
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| **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. {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. 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

END OF COVERSHEET AND INSTRUCTIONS

EXHIBIT

LETTER OF BID PACKAGE REVIEW

The University of California has completed its review of Bid Package number for the Project. Since the review is now complete, you should proceed as follows: (Check only one box.)

[ ]  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, .

Sincerely,