**{insert Project Name), Project Number {insert #}**

**{insert Campus name]**

**{insert Address}**

**{insert City, ST Zip}**

The Trustees of the California State University will receive sealed bid proposals in the {Room}, at the above address, for furnishing all labor and materials for construction of the above-named Project, Project Number {#}, for the {name of campus}. Proposals will be received in the above-mentioned room until 2:00 p.m. on {date of bid opening}, in accordance with the contract documents, at which time the proposals will be publicly opened and read.

In general, the work consists of the {insert description of work} in accordance with the plans and specifications prepared by {name of design firm}; {address, city, st, zip}; {name and title of design architect/engineer}; telephone: {phone no. with area code}; e-mail: {e-mail address}. Architect’s {or Engineer’s} construction estimate is ${insert amount}.

Plans and specifications may be seen at the office of the University and Plan Rooms. Plans and specifications may be obtained after {date plans/specs are available} and after the required non-refundable deposit of ${amount of deposit} per set has been made, by requesting them from {name of contact person, department, address, city, st and zip}, telephone {phone no. with area code}.

A pre-bid walkthrough has been scheduled for {date of walkthrough}, at {time}. Interested bidders should assemble at {location of walkthrough or meeting place} on the campus. It is strongly recommended that contractors attend this walkthrough, as it may be the only time bidders can walk through the project area with the Design Architect {or Engineer}.

Each bidder offering a proposal must comply with Bidding provisions of Article 2.00 *et seq.* in the Contract General Conditions. Bidders must be prequalified with the Trustees and submit their prequalification applications no less than ten (10) business days prior to the bid due date. To apply, Bidders shall go to the following “PlanetBids” website, register, log in and then select the Prequalification tab.

“California State University, Office of the Chancellor, Vendor Portal”

(<https://www.planetbids.com/portal/portal.cfm?CompanyID=15331>)

Direct any prequalification questions to the Trustees’ Prequalification Administrator at [cocm.prequal@calstate.edu](mailto:cocm.prequal@calstate.edu?subject=Prequalification%20for%20Bid%20%7binsert%20campus%20and%20project%20name%7d). *{Campus: Prequalification does not apply for minor projects, delete all wording after the 1st sentence through the end of this paragraph, and continue with the following paragraph. If campus requires prequal for the project then don’t delete.}*

The Trustees require the successful bidder to achieve three percent (3%) DVBE participation in contracting construction projects as established in the bidding documents, and bidders shall identify the DVBEs to be used to satisfy this requirement in their bids. *{Campus shall describe the DVBE incentive herein, as it must be in the advertisement.}* Bidders shall contact the Trustees’ DVBE Coordinator at {*insert e-mail and/or phone no. with area code*}.

Each bidder shall be familiar with all the provisions of the Contract General Conditions and Supplementary General Conditions, especially the Insurance Requirements for the CSU Builders Risk Insurance Program (BRIP) and for the CSU Owner-Controlled Insurance Program (OCIP). This project will be enrolled into the BRIP, and may be enrolled into the OCIP, if so specified in the Supplementary General Conditions. If OCIP is applicable to this project, Bidders may review OCIP documents online at [www.calstate.edu/ConstructionInsurancePrograms](http://www.calstate.edu/ConstructionInsurancePrograms). *{Campus: the BRIP and OCIP do not apply to minor projects, so delete all wording of the 1st sentence after “Supplementary General Conditions” through the end of this paragraph, and continue with the following paragraph. If project is to be enrolled into the OCIP, campus shall review the requirements on the OCIP website directly above and notify Alliant prior to advertising this project. Copy the Trustees’* [*Prequalification Administrator*](mailto:cocm.prequal@calstate.edu) *on this notification.}*

This project is a public works project and is subject to prevailing wage rate laws (Contract General Conditions, Article 4.02). All contractors and all tiers of subcontractors who will work on this project shall register to bid and work on public works projects with the Dept. of Industrial Relations, and maintain current this registration pursuant to Labor Code section 1725.5. For more information, go to <http://www.dir.ca.gov/Public-Works/PublicWorks.html>.

It will be the responsibility of each bidder to obtain a bid proposal package in sufficient time to fulfill requirements therein. Bid proposal packages are obtainable only by prequalified *{Campus: delete “prequalified” if project is minor}* contractors, licensed in the State of California with a {license type} license, and registered with the DIR to bid public works projects. The bid packages must be requested from the Trustees, located at {campus name and address}; Attention: {name, phone no., e-mail address}.