

**UAB FACILITIES DIVISION
STANDARD OFFICE INSTRUCTIONS**

PROCEDURES FOR ADVERTISING PUBLICLY BID PROJECTS

PURPOSE:

To define the procedure for Bid Advertisements for construction projects that are \$50,000 or greater and subject to public works competitive bidding (as required by Title 39).

PROCEDURES:

- 1.0 The Department of Project Management Services (DPMS) or Design Build Services (DBS) Project Manager (PM) must prepare the **Bid Advertisement Request (+bidadvrqst.pdf)** at least seven (7) days in advance of the bid advertisement date.
- 2.0 Once the form has been completed, the PM must forward to the appropriate department Director for final approval and signature.
- 3.0 The Director checks the form to ensure that the PM has fully complied with the requirements listed. If correct, the Director signs and dates the original form and returns it to the PM for issuance to the following:

Department Director
Office of Minority Business Affairs
Building Administrator
Project Manager Job File
Central
- 4.0 Once the form has been distributed, the PM faxes an **Advertisement for Bids (+AD4BIDS.pdf)** to the Birmingham News (325-3325). The advertisement is required to run for three (3) consecutive weeks. The PM sends a copy of the form and actual bid advertisement (cut from the newspaper) in Central File.

(END OF PROCEDURE)