

**UAB FACILITIES  
BID ADVERTISEMENT REQUEST**

\* DATE:

**TO:**

**FROM:**

**RE:**

Request "Advertisement for Bids" be approved effective \_\_\_\_\_. After approval thereof, Bid Advertisement and Bid Opening dates will be coordinated by and between the UAB Project Manager, Project Architect/Engineer, and the Administrative Staff for the Director.

The following actions have been taken to verify that the project is now ready for Bid Advertisement:

1. Contract Specifications have been reviewed to verify that Bidding Requirements, Sample Forms, General Conditions of the Contract, Modified General Conditions of the Contract, and Special Conditions conform to the latest UAB Facilities Standards.
2. Asbestos surveys have been completed and abatement activities scheduled or completed as required.
3. Project Drawings and Specifications have been reviewed in accordance with all applicable Regulatory Agency Requirements.
4. Project Drawings and Specifications have been reviewed by appropriate UAB Departments and the Architect/Engineer has responded to all review comments and/or made appropriate revisions to the Contract Documents as required.
5. The latest Cost Estimates have been reviewed and approved by the Building Administrator. Funds are available for the Project.
6. The scheduled Bid date, tentative Contract Award date, and schedule for construction activities has been reviewed and coordinated with the Building Administrator.

Remarks: Advertising Dates:

Bid Opening:

\* Submit minimum of four (4) days in advance of requested effective date.

\_\_\_\_\_  
UAB Project Manager Date

Approved:

\_\_\_\_\_  
Director Date

Copy: Department Director  
Office of Minority Business Affairs  
Central File

UAB Project Manager  
Building Administrator