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|  | **Mayor’s Office of Housing and Community Development** **Form I: Bids and Contracts Database Information Form** |

For equipment purchases and subcontracts of $100,000 or more, you are required to publicize your needs in the City’s Purchasing Department “Bids and Contracts” database and newsletter. For purchases and subcontracts under $100,000, you may use the City’s Purchasing Department “Bids and Contracts” database to publicize your needs but you are not required to do so.

These instructions correspond to the numbered items on the reverse.

1. **Type of Contract.** Check the type of contract that you are advertising.
2. **Contract Identification**

 **a. Contract #.** Your identifying number for this contract. When prospective bidders call your department, they will need this number.

**b. Title.** A short descriptive phrase to headline the description, e.g., Moscone Center Expansion, AIDS Health Study, EIR Report. It’s important that you include more than, for example, just the address of the project, because the title is the first thing people in the Internet will see. See the example at the bottom of this page for how this information will be displayed.

**c. Description.** In a few sentences, describe the contract work.

 **d.** **E-mail files.** Are there files we should attach to your bid announcement? What do you mail to bidders: order form; RFP package; plan holders list? We can attach these files.

 **e. Estimate.** The estimated cost of the contract.

 **f. Pre-bid or Pre-proposal Conference.** Indicate the date and time if you will be holding a conference for interested firms before the bid or proposal is due. Check whether attendance at the conference is mandatory or optional.

 **g. Location.** Where the conference will take place. This can be particularly important if the location is different from where bidders pick up bid documents, or where they submit bids.

**3. Bid or Proposal Due Date and Time.** Indicate the date and time the bid or proposal is due.

**4. Duration.** Indicate how long you expect the project or contract to take (months, days, years). Indicate any potential extensions or options to renew.

**5. Location.** Where the work will be performed.

**6. Agency, Department or Firm.** Your agency, City department or firm name. If you are a prime contractor seeking DBE subcontractors, please include the City agency that awarded you the contract.

**7. Contact Person.** The name, phone, and e-mail of the person interested firms should call for more information.

**8. How long the ad should run.** Tell us how long the ad should appear on the Internet.

**9. Person completing the form.** The name and phone number of the person who completed the form. We will call this person if we have questions about the information you have provided.

**Publication Schedule:** The newsletter is printed on Wednesday; e-mailed on Thursday; posted on the Internet **daily**.

Bids and Contracts Database Information Form

Available online at: http://bids.sfgov.org

By listing these contracts in the “Bids and Contracts” database on the Office of Contract Administration, Purchasing Division’s web page and in the City’s weekly newsletter, you help maximize competition and further the City's good faith efforts to increase business opportunities for LBEs. Visit http://bids.sfgov.org to check the ad on the Internet to make sure it is correct.

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| **1.** | **Type of Contract:** |
|  |  | Architectural and Engineering Services |
|  |  | Concessions and Leases |
|  |  | Construction |
|  |  | Consultants or Professional Services |
|  |  | Equipment, Supplies or General Services |
| **2.** | **Contract Identification:** |
|  | a. | Contract # |  | b. | Title (required) |  |
|  | c. | Description (briefly describe the product or services): |
|  |  |  |
|  |  |  |
|  |  |  |
|  | d. | If you are e-mailing a file other than this input form, check here: |  |  |
|  |  | In the database on the Internet, we can attach files to the bid announcement, such as an introductory letter to prospective bidders, a complete RFP package, an order form for the bid package, or the like. If we attach a file to your bid announcement, you can save mailing effort and expense, and calls from prospective bidders. |
|  | e. | Estimated cost: | **$** |  |
|  | f. | Pre-bid or pre-proposal conference: | Date: |  | Time: |  |
|  |  | Indicate whether attendance at the conference is  |  | mandatory |  | optional |
|  | g. | Location of the conference |  |
| **3.** | **Bid or Proposal Due Date and Time:** |  |
| **4.** | **Duration of the Contract:** |  |
| **5.** | **Location where work will be performed:** |  |
| **6.** | **Agency, Department or Firm (required):** |  |
| **7.** | **Contact person:** |  | **Phone** |  |
|  | **E-mail address:** |  |
| **8.** | **Check how long you would like the ad to run:** |  | bid due date |
|  |  |  | conference date |
| **9.** | **Person completing this form:** | Name: |  | Phone: |  |

**Email this form to: oca@sfgov.org**

Ads are posted on the Internet throughout the day. “Publication Schedule” on reverse describes when we print and email the newsletter. Any questions? Please call 415.554.6248.