date

Contractor

Address

City, ST Zip

Subject: Notice of Intent to Accept Bid

 {Project Name}, Project Number {#}

 {Campus}

Dear :

This letter is to notify that the Trustees of the California State University intend to accept your bid proposal in the amount of ${bid amount} as submitted on {bid date}. This bid proposal was submitted for the purpose of {Project Name}, Project Number {#}, on the {name of campus}, campus. Acceptance of your bid will occur upon execution of the contract by both parties and the signature of the Trustees’ attorney as required by Public Contract Code section 10820.

The Trustees' Construction Administrator for this project is {name}. All correspondence should be addressed to him (or her) at the following address:

 Name

 Construction Administrator

 Campus Name

 Department

 Address

 City, CA Zip

 Telephone: ( ) Cell Phone: ( ) E-Mail:

Enclosed are two counterparts (copies) of the subject contract.

1. Please sign both counterparts. The Attorney-in-Fact who executes the bonds must provide an effectively dated Power of Attorney for each individual bond form for a total of four, and each signature must be notarized and seal placed.

2. A resolution must be attached to the certification form indicating who is legally authorized to execute contractual documents for your company. If your firm is a sole proprietorship, you need not complete the certification form, as no resolution is required.

Letter to Construction Co.

Date

Page Two

3. Please include the Certificate of Insurance when you return the contract counterparts as required by Article 3.04 of the Contract General Conditions for Major Capital Outlay Projects (General Conditions). Ensure that the certificate indicates the coverage as required under Article 4.06 of the General Conditions. Enclosed is a sample endorsement containing all of the stipulations in Article 4.06-a(3), which may be attached to the insurance certificate by your insurance broker for your convenience. Should your insurance broker decline using this endorsement, please use it as a guideline for determining whether all provisions are included. Failure to include all provisions will prevent execution of this contract.

4. Please return both of the contract counterparts, with the bonds attached, to this office within ten working days. We will forward your executed copy to you after approval by our legal department.

You are reminded that no contract shall be binding upon the Trustees until it has been approved by the attorney appointed according to law and authorized to represent the Trustees (Contract General Conditions Article 3.04, Execution of Contract, and Public Contract Code section 10820). The Notice to Proceed, which starts the contract time of performance, will be issued within fifteen days of the contract's approval by our legal department.

Sincerely,

Change highlighted text in both places above and on next page for following versions of general conditions applicable to your project:

Design-Bid-Build (Majors), 3.04, 4.06 / 4.06-a(3)

Auxiliary Design-Bid-Build (Majors), 3.04, 4.06 / 4.06-a(3)

Design-Build (Majors), 33.04, 35.06 / 35.06-a(3)

Collaborative Design-Build, 35.10, 35.06 / 35.06-a(3)

CM at Risk, 3.03, 4.07 / 4.07-a(3)

Design-Bid-Build (Minors), 3.04, 4.06 / 4.06-c

Job Order Contract, 3.04, 4.06 / 4.06-C

Name

Title

Department

Initials

Enclosures

c: Architect

 Executive Facilities Officer (if not the signatory on this letter)

 Construction Administrator

 Campus Architect

 Campus Facility Planner

**The Trustees of**

**The California State University**

**Project No.**

**Contract No**.

This endorsement is attached to and forms part of the Certificates of Insurance dated in favor of:

The insurance policies shall contain, or be endorsed to contain, the following provisions.

* 1. For General and Automobile Liability Policies

(a) General Liability: The State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents are to be covered as additional insureds;

(b) Automobile Liability:

Contractor shall use Insurance Service Office (ISO) Form Number CA 0001 covering “any auto”.

* 1. For any claims related to the work, the Contractor’s insurance coverage shall be primary insurance as respects the State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents. Any insurance or self-insurance maintained by the State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents shall be in excess of the Contractor’s insurance and shall not contribute with it.
	2. The Contractor shall immediately upon receipt of any notice of cancellation or any notice of non-renewal of any insurance required under this Article 4.06, provide written notice of any such insurance cancellation or non-renewal by certified mail to the University.
	3. The State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents shall not by reason of their inclusion as additional insureds incur liability to the insurance carriers for payment of premiums for such insurance.

*(Delete #5 for Minor Cap and JOC agreements and for all agreements for projects to be enrolled in CSU Builders Risk Insurance Program.)*

* 1. Course of construction coverage shall contain the following provisions:
		1. The Trustees shall be named as loss payee; and

(b) The insurer shall waive all rights of subrogation against the Trustees.

Authorized Signature Date