



Bid Posting Request Form

<http://mission.sfgov.org/OCABidPublication>

Complete this Word document to publicize your department's contracts. By listing these contracts on the Internet, you help maximize competition and further the City's good faith efforts to increase business opportunities for LBEs. Use the URL noted above to go to the database and check the ad to make sure it is correct.

Red – Required information

Blue – Optional information

1. Type of Contract

The database has the following bid categories. Choose the one yours should go in:

If it is a **Construction** bid, is it covered by the City's Local Hiring Policy for Construction (section 6.22(G) of the Administrative Code)?

Yes No

2. Contract Identification

a. **Contract/Bid Number:**

b. **Agency, Department or Firm:**

If you are not a City department, what City department are you working with?

c. **Title:**

Provide a short descriptive phrase to headline the ad. It is important that you make the title very distinctive and informative, because the title is the first thing people browsing the bid database will see. See the examples at the bottom of this form.

d. **Bid Due: Date:** **Time:**

e. **Other Expiration Date:**

The ad will appear on the Internet until 11:59 p.m. on the Bid Due Date, unless you advise otherwise. If you want that to happen on a different date, tell us.

f. **Duration of the Contract:** **Potential extensions?**

Indicate how long you expect the project or contract to take (months, days, years).

g. **Estimated cost:** \$

h. **Is the contract being paid for, in whole or in part, with federal stimulus money from the American Recovery and Reinvestment Act (ARRA)?** Yes No

If the answer is "Yes", the system will flag your bid by adding a green check mark and the wording "Federal Stimulus!" (See the examples at the bottom of this form.)

i. **Does the project have LBE subcontracting goals?** Yes No

If "Yes", please provide an e-mail address:

for further LBE communication/requests from potential contractors.

Where to send the form

If you are in the **Airport, DPW, MTA, Port, Public Health, or PUC**, talk to the person to who inputs bids into the bid database.

If your department is not inputting its own bids, e-mail this form to: oca@sfgov.org
This form is generally phrased as if the person filling out the form will send it to OCA. Many departments, including the ones listed above, are entering their own bids and RFPs. This is usually done by a department's contracts group. Please check with your department's contracts group to learn if they've begun entering your bids.

How the information appears on the Internet

Bid #	Bid Title	Due Date	
None	DPW Emergency Contractors List - Continuous Solicitation (Updated 9/19/08)	12/31/2020	
None	CHANGED! GSA Real Estate Division, Elevator and Escalator Special Services - Continuous Solicitation	6/30/2015	
None	CHANGED! DPW List of Construction Awards & Certificate of Completions - Updated 3/23/2012	6/30/2015	
None	CHANGED! GSA Real Estate Division, Fire Protection, Fire Alarm & Security Systems Special Services - Continuous Solicitation	6/30/2015	
None	CHANGED! GSA Real Estate Division As-Needed Pool of Maintenance Contractors Class B - Continuous Solicitation	6/30/2013	
Contract No. 1253	NEW! Third Street Light Rail Program Phase 2 - Central Subway, Union Square/Market Street Station	7/11/2012	
Contract No. 1254	Third St. Light Rail Program Phase 2 - Central Subway, Chinatown Station	5/22/2012	
8879A	Carbon Monoxide (CO) Monitoring System Replacement - SUBJECT TO SF LOCAL HIRING POLICY	5/18/2012	✓
✓ TG06.1	FEDERAL STIMULUS! Geothermal Loop Construction Services	5/17/2012	

This is the summary page. The reader clicks on the Bid Number to get a complete description of the bid.