



POLICIES AND PROCEDURES

Policy # 006

Subj: Occupational and Professional Licensing

Effective Date: May, 2010

Ref: UCA Title 58 Occupations & Professions

Purpose:

The purpose of this policy is to set forth the policy regarding contractor compliance with the Utah Occupation and Professional Licensing Act. The State of Utah Standard Terms and Conditions Item 1 states "Any and all supplies, services and equipment furnished will comply fully with all applicable Federal and State laws and regulations." This policy specifically outlines the procedures to ensure compliance with the above-referenced statute.

Policy:

A. It is the policy of the Division of Purchasing & General Services to require applicable contractor licensing in accordance with the related sections of Utah Code Title 58-1 Division of Occupational and Professional Licensing Act and singular licensing acts of respective professions. Professions impacted by this policy can be found at <http://dopl.utah.gov/licensing/index.html>. Recognizing that the Utah Division of Occupational and Professional Licensing has jurisdiction over the licensing of certain professions as established by the Utah Legislature, Utah Administrative Code Rule Ri56 is incorporated into this policy.

Procedure:

All solicitations issued by the Division of Purchasing & General Services for the State of Utah, resulting in the issuance of a State Cooperative Contract, an Agency Contract, or a Purchase Order must include contractor licensing requirements when applicable. Attached to this policy is the preferred method of requesting licensing information from bidders/offerors through the BidSync system (Note Add. Offer Fields section).



State of Utah



BIDSYNC

Powered By RFP Depot

[Home](#)
[Search](#)
[Bids](#)
[Purchasing](#)
[Tools](#)
[CRM](#)
[Help](#)
[Logout](#)

pmash - State of Utah

Bid Creation

BID CHARACTERISTICS	
Bid Type	IFB ?
Bid Participation	<input checked="" type="radio"/> Agency Only <input type="radio"/> Regional Coop <input type="radio"/> National Aggregation <input type="checkbox"/> Add end date and pre-bid conference date to Agency Calendar
Sealed	Yes
Prebid Duration	0
Bid Visibility ?	<p>For Suppliers: Show supplier bids - After bid ends and before it is awarded: Do not show <input type="text"/> ?</p> <p>For Suppliers: Show supplier bids - After bid is awarded: All Bids <input type="text"/> ?</p> <p>For Suppliers: Send tabulation available notice to suppliers: After All Bids are Entered <input type="text"/> (applies to sealed bids only) ?</p> <p><input type="checkbox"/> For Suppliers: Allow others to see supplier bid attachments (awarded bids) ?</p> <p><input type="checkbox"/> For Suppliers: Allow others to see supplier bid notes (awarded bids) ?</p> <p><input type="checkbox"/> For Everyone: Show prices only when requested (applies to sealed bids only) ?</p>

BID DURATION ?
Please select the end date and time for the bid:
Date Apr 22, 2009 <input type="text"/> Time 2:00 pm <input type="text"/> Mountain Daylight Time
<small>(Please enter date as Feb 23, 2003 or 02/23/2003)</small>

BID QUESTION & ANSWER DURATION (OPTIONAL) ?
Please select the end date and time for questions and answers:
Date Apr 14, 2009 <input type="text"/> Time 10:00 am <input type="text"/> Mountain Daylight Time
<small>(Please enter date as Feb 23, 2003 or 02/23/2003)</small>

PRE-BID CONFERENCE ?
Pre-Bid Conference(s) Location Conference Start date not set. Attendance is Mandatory edit delete
<input type="button" value="Add"/>

CONTRACT DURATION ?
Contract Duration See Specifications <input type="text"/> (Note: If you select "One Time Purchase" a requisition will be created once the bid is awarded.)
Contract Renewal Not Applicable <input type="text"/>
Prices Good for 60 days <input type="text"/>
Budgeted Amount <input type="text"/> (Note: This amount will never be shown to suppliers.)

Expected Expenditure (Note: This amount will be shown to suppliers.)

BID INFORMATION ?

Bid Number PM9029 (optional)
If no bid number is entered, the system will automatically assign the bid a unique value.

Bid Title Construction, Demolition and Removal - ASARCO Sit
Please do not use more than 80 characters.

Bid Comments
The Utah Division of Housing & Community Development (DHCD) is acquiring services for salvage, demolition and removal of Lab Building #1 & Lab Building #2 at the old ASARCO site in preparation for new development of the property by DHCD.
Location and Description: Work under
You can use HTML tags in here to create a specific lay-out for item description.

Add. Offer Fields ? Edit

Contractor License Number (edit items)	Bonding Company Name (edit items)
Contractor License Expiration Date (edit items)	Bonding Company Telephone Number (edit items)
Contractor Class Code (edit items)	Bonding Company Fax Number (edit items)
Contractor Class Name (edit items)	Bonding Company Agent Name (edit items)

Line Items ?

Item Number	Code	Title	Qty	Type	Edit	Delete
		ASARCO Site Demolition and Removal Total Price Bid	1 job	Price	Edit	Delete

Documents ? Reorder

<input checked="" type="checkbox"/> 1. Cover Page	2. Demolition and Removal Specifications.pdf [download] Delete
3. Supplemental Information.pdf [download] Delete	4. ASARCO Site Photo.pdf [download] Delete
<input type="checkbox"/> 5. Request for Quotation	<input type="checkbox"/> 6. Invitation for Bid
<input type="checkbox"/> 7. Invitation for Bid - State Cooperative Contract	<input type="checkbox"/> 8. Invitation for Bid - Reverse Auction
<input type="checkbox"/> 9. Multi-Step Bid	<input type="checkbox"/> 10. Request for Proposal
<input type="checkbox"/> 11. Request for Proposal - State Cooperative Contract	<input type="checkbox"/> 12. Request for Information
<input type="checkbox"/> 13. Request for Statement of Interest and Qualification	<input type="checkbox"/> 14. Freight Information
<input type="checkbox"/> 15. Terms and Conditions - Purchase Order	<input type="checkbox"/> 16. Terms and Conditions - Agency Contract
<input type="checkbox"/> 17. Terms and Conditions - State Cooperative Contract	<input type="checkbox"/> 18. Terms and Conditions - State Cooperative Contract w/o Warehouse Clause
<input type="checkbox"/> 19. UDOT Cover Page	<input type="checkbox"/> 20. UDOT Invitation to Bid
<input type="checkbox"/> 21. UDOT Request for Information	<input type="checkbox"/> 22. UDOT PO Terms and Conditions
<input type="checkbox"/> 23. UDOT Sole Source Notice	<input type="checkbox"/> 24. DHS Request for Grant Application
<input type="checkbox"/> 25. DFCM Cover Page	<input type="checkbox"/> 26. DHS Cover Page
<input type="checkbox"/> 27. DHS Request for Proposal Data Sheet	

[Upload Document](#) [Add Folder](#)

CLASSIFICATION

[912-40] Demolition Services

[Select Classifications](#) [Remove All Classifications](#)

Suppliers [?](#)

[Notification Report](#) [Invited Supplier Report](#)

This bid will be: Public [?](#) Private [?](#) Regional: within miles of zip code [?](#)

Invite Suppliers -- Use this link to Quick Add suppliers or add any suppliers to the list that you would like BidSync suppliers support to attempt to contact by phone to encourage them to place a bid. This list of suppliers will also receive the Email or Fax that is sent automatically when the bid is released.

Suggested Suppliers -- Lists the suppliers that have NOT been specifically invited by the Agency, but due to matching classifications, regions, and agency types, will be automatically notified via Email or Fax. Agency User's do not have to click on the suggested suppliers link to add the suggested suppliers to the bid, the system will add them automatically. (note: If the bid is private Suggested suppliers will NOT be notified. If the bid is regional then only the suppliers who's zipcode falls within the specified region will be notified.)

[Invite Suppliers](#) [Suggested Suppliers](#) [?](#)

Notify Suggested Suppliers (note: Suggested suppliers will not be notified on private bids)

Check next to each of the suppliers that you would like to remove.

INVITED SUPPLIERS

Remove	Supplier	City	State
--------	----------	------	-------

[Remove Selected](#) [Remove All](#)

BID CONTACTS

Primary Contact Name

Paul F Mash

[Add contact](#)

- Contact**
- Show Contact Email
 - Show Contact Phone
 - Show Contact Fax

[Save Bid](#) [Cancel](#)