APPENDIX 2-2-G

CDBG – Minority Business Enterprise (MBE)

BID NOTIFICATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Grantee Name: | |  | | | | |
| Grant #: | |  | | | | |
| County: | |  | | | | |
| Bid Advertisement Date: | |  | | | | |
| Name of Newspaper(s)/locations posted | |  | | | | |
| Bid Opening Date: | |  | | | | |
| Bid Opening Time: | |  | | | | |
| Location of Bid Opening | |  | | | | |
| Location of Bid Opening: | |  | | | | |
| **Grant Administrator**: | | |  | | | | |
| Company Name |  | | | | Email |  | |
| Administrator’s Name |  | | | | Phone |  | |
| **Project Engineer**: | | | |  | | | |
| Company Name |  | | | | Email |  | |
| Engineer’s Name |  | | | | Phone |  | |

Describe the project:

**INSTRUCTIONS:**

1. Complete the form in its entirety.
2. On or before the date of publication:
   1. Post at the Municipal/Township Hall or County Building (based on type of Grantee);
   2. Send to nearest APEX Accelerator Center – see <https://viewer.blipstar.com/blipstar?uid=240677&rc=&width=auto&tagshow=showall>; and
   3. Email a copy to the Illinois APEX Accelerator at [CEO.APEX@Illinois.gov](mailto:CEO.APEX@Illinois.gov).
3. Keep a copy in the grantee’s Procurement of Construction Contracts file.
4. Submit to your DCEO CDBG Grant Manager as an attachment to the Pre-Construction Conference Checklist.