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 City/Village Hall;
	2. Send to nearest PTAC / APEX Accelerator Center – see [www.ilsmallbiz.biz/ptacnearme](http://www.ilsmallbiz.biz/ptacnearme); and
	3. Email a copy to Darryl Thomas, Manager, Illinois Procurement Technical Assistance Center (PTAC) at Darryl.Thomas@Illinois.gov.
3. Keep a copy in the grantee’s Procurement of Construction Contracts file.
4. Submit to your DCEO Grant Manager as an attachment to the Pre-Construction Conference Checklist.