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](mailto: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.