|  |  |  |
| --- | --- | --- |
| GRANTEE |  |  |
| PROJECT |  |  |
| PROJECT ADDRESS |  |  |
| CONTRACTOR |  |  |
| CONTRACTOR ADDRESS  |  |  |
| CONTRACTOR PHONE  |  |  |

|  |
| --- |
| DESCRIPTION OF WORK:  |
|  |

DATE WHEN SEALED BIDS WERE OPENED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ]  Contractor’s Bonds and Certificates of Insurance:** Attach, if $100,000.00 or over

CONTRACT PERIOD: Est. Beginning Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Est. Completion Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL AMOUNT OF THE CONTRACT $\_\_\_\_\_\_\_\_\_\_\_\_\_, OR CHANGE ORDER $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GMS PROJECT #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | CITY FUNDS (%) |  | MATCHING FUNDS (%) |  |
| Total Grant Funds Allocated to Date. Funding Source(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Contract Amounts Committed to Date |  |  |  |  |
| Amount Available |  |  |  |  |
| Amount to be Approved |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CORPORATION SIGNATURE | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**THE REVERSE SIDE OF THIS FORM MUST BE COMPLETED FOR ALL NEW CONTRACTS**. Submit this form along with one original copy of the proposed contract or change order to MOHCD Project Manager for approval.

# FOR MOH USE ONLY

RECOMMENDED FOR APPROVAL:

|  |  |  |  |
| --- | --- | --- | --- |
| Project Manager |  | Date |  |
| Contractor Verified by OLSE |  | Date |  |
| Program Manager |  | Date |  |

CONDITIONS FOR APPROVAL:

**BIDDING INFORMATION**

**PUBLICLY ADVERTISED ($250,000 or more)**

If bidding was publicly advertised[[1]](#footnote-1) (for construction/renovation contracts of $250,000 or more), complete this Section.

1. "Invitation for Bid" in which newspaper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. First date of advertisement (submit copy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Date of when sealed bids were opened \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Number of bids received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Tabulation of three lowest bids (attach copies of completed MOH-7 and MOH-8 bid forms):

|  |  |  |  |
| --- | --- | --- | --- |
| **BIDDER** | AMOUNT | ETHNICITY | GENDER |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

6. If project is funded by **CDBG or HOPWA** funds, please attach a copy of the Cost Reasonableness review by Asian Neighborhood Design (requested via MOH-13 Notification of Apparent Low Bidder).

 7. If the lowest bids were rejected or withdrawn provide a written explanation along with the letter of rejection.

**NON-PUBLICLY ADVERTISED (INFORMAL BIDDING FOR CONTRACTS UNDER $250,000)**

If bids were solicited (for construction/renovation contracts of less than $250,000) list all contractors who submitted bids on MOH-12, Bid Tabulation Sheet and submit copies of the 3 lowest bids received.

|  |  |  |  |
| --- | --- | --- | --- |
|  **BIDDER** | AMOUNT | ETHNICITY | GENDER |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

MATCHING FUND INFORMATION

|  |  |  |
| --- | --- | --- |
| **NAME OF DONOR**  | CONTACT PERSON & PHONE # | AMOUNT |
|  |  |  |
|  |  |  |
|  |  |  |

If funds are deposited into a checking account, submit a copy of the bank statement. Submit documentation for other source of funds.

|  |
| --- |
|  |

PUBLIC ACCESS REQUIREMENTS
Does your agency receive $250,000 or more of funding from the City annually? Yes [ ]  No [ ]

If YES, your agency is required to hold two board meetings open to the public each year. Please indicate the dates those meetings happened or are anticipated to happen:

1st meeting       2nd meeting

1. 1. Published Advertisement. A publicly advertised bid is one which appears in at least one local newspaper or periodical of general circulation. [↑](#footnote-ref-1)