|  |  |  |
| --- | --- | --- |
| 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)