

PROJECT BID INFORMATION

Previously referred to as the “Part B” in State programs

Previously referred to as the “Project Review and Cost Summary” in Federal programs

AWARD RECIPIENT INFORMATION

Name _____
Address _____

Project Number _____

BID INFORMATION

Attach the following supplemental information and submit with this form:

- (a) Tabulations of all bids received (sealed by engineer).
- (b) Copies of the bid(s) and bid bond the applicant wishes to accept.
- (c) Resolution of tentative award.
- (d) Engineer’s recommendation of award letter.
- (e) Proof of advertisement
- (f) MBE/WBE Requirements:
 - State Programs**
 - Include affidavits A, B, C or D as required.
 - Submit certification of subcontract awards to minority business firms with documentation to comply with G.S. 143-128.2. (Complete attached form)
 - Federal Programs (SRF and STAG)**
 - Documentation of Contractor’s "good faith" effort to procure MBE/WBE subcontractors.
 - Certification regarding debarment, suspension and other responsibility matters for each prime and subcontractor.

ADDITIONAL INFORMATION

Addenda

All addenda must be submitted to CG&L for approval prior to opening bids. Changes to the scope of the project may require a permit modification.

Site Certificates (2)

Submit if not previously submitted or if changes have occurred.

Additional Items

- Land Costs (State Loans & Grants Only) Submit form if seeking payment.
- A/E Contracts – Submit for approval if seeking payment.
- Sewer Use Ordinance, User Charge System and Sewer budget (SRF Only) Payments stop at 90% of total project costs if not approved.
- 4700 Form (SRF Only)
- Submit proof of adequate resident inspection (resume of inspector).

PROJECT COST SUMMARY		
List contractor names below:	TOTAL	ELIGIBLE
1.	\$	\$
2.		
3.		
4.		
5.		
EQUIPMENT AND MATERIALS		
SUBTOTAL	\$	\$
TECHNICAL SERVICES (attach contract)		
LEGAL		
ADMINISTRATIVE		
CONTINGENCY (5% of construction)		
OTHER (specify) ⇨		
REAL PROPERTY ACQUISITION COSTS		
CLOSING COSTS		
TOTAL	\$	\$

REVENUE SOURCES FOR PROJECT CONSTRUCTION	
List funds that are available for this project:	AMOUNT
CASH	\$
GENERAL OBLIGATION BONDS	
REVENUE BONDS	
OTHER (specify)	
FEDERAL LOAN/GRANT (specify agency) ⇨	
STATE LOAN	
STATE GRANT	
TOTAL	\$

The undersigned representative of the Recipient certifies that the information contained above and in any attached statements and material in support thereof is true and correct to the best of his or her knowledge.

Signature of Authorized Representative

Name and Title (type or print)

Date

INSTRUCTIONS FOR SUBMITTING PROJECT BID INFORMATION FORM

This information must be submitted as soon as possible after construction bids are opened.

For STAG and State projects send to:

Don Evans
Construction Grants and Loans Section
1633 Mail Service Center
Raleigh, NC 27699-1633

For SRF Projects send to:

Kavitha Ambikadevi
Construction Grants and Loans Section
1633 Mail Service Center
Raleigh, NC 27699-1633

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Enter all requested information such as, Name, Address, and Project Number. Documentation listed from (a) to (f) must be submitted. Addenda should be submitted before bids are opened with enough time for CG&L to approve them (7 days). Site information should be attached if not previously submitted.

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PROJECT COST SUMMARY

- (1) Enter the contractor's company or corporate name. Enter the amount of the bid or bids the applicant wishes to accept.
- (2) If equipment or materials are to be or have been purchased outside the construction contracts, enter the estimated or actual costs as applicable.
- (3) If not previously submitted, attach copies of any engineering contracts or agreements. Formal agreements are required for disbursement of funds.
- (4) Contingency is limited to 5% of the total construction bid amount.
- (5) Appraisals and a copy of the Deed are required for disbursement of real property costs.
- (6) Closing costs are not eligible for reimbursement under the SRF. They are 1.5% for State Grants, 2% for SRF Loans and 2.5% for State Loans.

REVENUE SOURCES FOR PROJECT CONSTRUCTION

- (1) Enter the amount of general obligation bonds and revenue bonds authorized but not yet sold for this project.
- (2) Enter the amount of the grant, if any, offered by Federal or State Agency(s) and list name of agency(s).
- (3) Enter the amount of the loan or grant offered.
- (4) Total funds available must equal or exceed the Total Project Cost.

The form must be signed by the applicant's **authorized representative**.

**CERTIFICATION
OF SELECTION OF MINORITY CONTRACTORS (State Programs Only)**

RECIPIENT	
PROJECT TITLE	
PROJECT NO	

THE TOWN DOES HEREBY CERTIFY THAT IT HAS MET THE REQUIREMENTS OF G.S. 143-128.2 IN REFERENCE TO MINORITY BUSINESS CONTRACTS FOR THIS CONSTRUCTION PROJECT. THE CONTRACTOR HAS MET THE GOALS ESTABLISHED BY RESOLUTION OF THE TOWN AND THE FOLLOWING CONTRACTS MEET THE REQUIREMENTS ADOPTED BY THE TOWN:

signature of authorized representative

_____ name of authorized representative

PLEASE LIST CONTRACTORS AND MINORITY SUBCONTRACTORS:

1.	CONTRACT:	AMOUNT
		\$
	MINORITY CONTRACT:	AMOUNT
		\$
	MINORITY CONTRACT:	AMOUNT
		\$

2.	CONTRACT:	AMOUNT
		\$
	MINORITY CONTRACT:	AMOUNT
		\$
	MINORITY CONTRACT:	AMOUNT
		\$

3.	CONTRACT:	AMOUNT
		\$
	MINORITY CONTRACT:	AMOUNT
		\$
	MINORITY CONTRACT:	AMOUNT
		\$

CONTINUE IF MORE THAN THREE CONTRACTS