



**Louisville Metro Government
Department of Housing and Family Services
Grant Planning, Compliance, and Monitoring Unit (GPCM)**

**Jerry Abramson
Mayor**

NOTICE OF FEDERALLY FUNDED PROJECT

Date: _____

Implementing Agency/Subgrantee: _____

Project Number: _____

Project Name: _____

Brief Description of Project (Including classification of workers):

It is the responsibility of the Implementing Agency/Subgrantee to notify the GPCM Unit at least fifteen (15) working days prior to the actual bid opening in order to allow adequate time to notify bidders of any update or modification in the Federal Wage Decision. Failure to do so may result in subsequent re-advertisement of the project.

Scheduled Bid Advertisement Date: _____

Scheduled Bid Opening Date: _____

Scheduled Contract Award Date: _____

Prior to Bid Advertisement: submit one (1) copy of completed bid package and any architectural/engineering drawings and/or specifications to GPCM Unit for approval. Submit one (1) copy of advertisement for file.

Prior to Bid Opening: Pre-bid conference to be held (if necessary). All applicable regulations and documentation will be discussed with potential contractors at this time.

After Bid Opening: send name of recommended bidder and contract amount to GPCM Unit for eligibility approval, contractors will be checked against Federal Debarment List and EPA List of Violating Facilities.

Prior to Contract or Subcontract Award: Recommended bidder must submit copies of all applicable documents contained in the contract based on the dollar amount. Prime contractor assumes responsibility to ensure all subcontractor paperwork is completed.

After Contract Award: forward one (1) signed copy of the construction contract to GPCM Unit and any change orders as they occur. Submit one (1) start of construction notice, and one (1) completion of construction notice.

When you have read and completed this form, please sign and return to the GPCM Unit office. If you have any questions, please feel free to call at (502) 574-5134

Signed: _____

Metro Department: _____