

MEET AND CONFER AGENDA

MAIN INFORMATION

Project Name:

Meeting Date:

Meeting Location URL:

Meeting Time:

Development Officer:

Meeting ID:

D.O. Title:

Passcode:

D.O. Email:

Dial-in #

D.O. Phone:

Developer Name:

Main Contact Name:

Main Contact Phone:

Email:

PROJECT INFORMATION

Project Description: Include Parcel ID #, Address, Neighborhood

Projected Start Date:

Projected End Date:

Parcel ID	Address	Neighborhood
Parcel ID	Address	Neighborhood
Parcel ID	Address	Neighborhood

Description:

CITY INVOLVEMENT

Total Project Cost:

City Involvement:

City Funding Source: (HOME, CDBG, Capital, TIF, Tax Abatement)

Section 3: Yes No (Required for projects with federal funding)

Subcontracting Goal : (If MBE or WBE doesn't apply, then SBE will apply.)

Wage Determination: Yes No Local State Davis Bacon Wage

(Attach Wage Determination if "Yes" for State or Federal)

Wage Enforcement: Yes No

(All projects are subject to Ordinance #022-2016, if City benefit exceeds \$25K)

BID SUBMISSIONS

Pre-Bid Meeting Date/Time:

Location of Pre-Bid Meeting or Walk Through:

Date

Time

Location

Bid Acceptance:

Bid Close:

Bid Opening:

*

*If City funds in project exceed \$250K & 25% of total project cost, a PUBLIC BID OPENING is required. When a PUBLIC BID OPENING is required the Developer only needs to announce or display the company and bid amounts.

Work to be bid (*check all that apply*):

General Contractor	HVAC	Siding	Elevator
Surveying	Dry Wall	Inter. Painting	Landscape
Demo	Metals	Exter. Painting	Security
Abatement/Environ	Doors	Driveway/Sidewalk	Extermination
Site Work	Ceiling	Masonry	Clean-up
Framing - Rough	Windows	Foundation	Other (list below)
Framing - Finish	Insulation	Concrete	
Electric	Flooring	Fire Suppression	
Plumbing	Roofing	Specialties	

Additional opportunities to bid may be available on the City's Open Data website, which can be found [here](#).

Prior to bidding contractors must register as a City Vendor [here](#) if they have not previously registered.

INCLUDE AS ATTACHMENT: Plans and Wage Determination (if applicable) for meeting.