

**B-6: NOTICE OF CONTRACT AWARD**

LGR: \_\_\_\_\_ File: \_\_\_\_\_ FY \_\_\_\_\_ Labor \_\_\_\_\_

**Notice of Contract Award**

Date Received by State \_\_\_\_\_

- *Louisiana law, LA RS 38:2215, requires mutual written agreement between the parties if the time between the bid opening and contract award exceeds 45 days.*
- *If more than 90 days transpire between bid opening and contract award date, ensure that the wage decision(s) in effect on the contract award date becomes a written part of the construction contract.*
- *Send this Notice to OCD within 30 days of the contract award date.*

**1. The LCDBG Contract:**

Grantee Name \_\_\_\_\_

LCDBG Contract # \_\_\_\_\_

**2. A prime construction contract has been awarded as follows:**

Name of prime contractor \_\_\_\_\_

Type of work to be done \_\_\_\_\_

Bid Opening Date \_\_\_\_\_

Date of contract award \_\_\_\_\_

Estimated date of start of construction \_\_\_\_\_

**3. Components of the above listed contract identified by source, purpose and amount:**

<u>Source</u>	<u>Purpose</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Total Amount of Contract Award (All funds—Local, LCDBG, etc.) \_\_\_\_\_

5. A copy of the certified and itemized bid tabulation is attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Please do not attach unrequested documents such as: minutes of bid opening, list of attendees, LA Uniform Public work bid form, or resolution to award the contract.

6. Comments: \_\_\_\_\_

7. Signed \_\_\_\_\_

Signature of Grantee's CEO

8. Date \_\_\_\_\_

## **Instructions for Notice of Contract Award (Exhibit B-6)**

1. Grantee Name Contract Number	Name of Municipality or Parish that is the recipient of grant funds. Six-digit contract number between the state and grant recipient.												
2. A prime...contract...	Name: of prime contractor. Work Description: Examples: fire station, sewer treatment plant, etc. Bid Opening Date: self-explanatory. Date of Award: official date by action of municipality or parish. Estimate: an educated guess on start date of construction.												
3. Components of the above listed contract...source, purpose, & amount	<p>Components of the construction contract must be identified by source, purpose and amount. Example:</p> <table border="1" data-bbox="581 730 1414 877"> <thead> <tr> <th><u>Source</u></th> <th><u>Purpose</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>LCDBG</td> <td>Sewer lines</td> <td>500,000.00</td> </tr> <tr> <td>USDA</td> <td>Sewer treatment plant</td> <td>300,000.00</td> </tr> <tr> <td>Local Gov.</td> <td>Sewer lines</td> <td>50,000.00</td> </tr> </tbody> </table> <p>Some construction contracts involve only LCDBG funds and have a single purpose. For such cases, use only a one-line entry.</p>	<u>Source</u>	<u>Purpose</u>	<u>Amount</u>	LCDBG	Sewer lines	500,000.00	USDA	Sewer treatment plant	300,000.00	Local Gov.	Sewer lines	50,000.00
<u>Source</u>	<u>Purpose</u>	<u>Amount</u>											
LCDBG	Sewer lines	500,000.00											
USDA	Sewer treatment plant	300,000.00											
Local Gov.	Sewer lines	50,000.00											
4. Total amount of contract award	Components amounts added together should equal the total of the prime construction contract referred to under item “2”. From the example in “3”, above, the total would be \$850,000.00. Enter the original amount of the award prior to any change orders.												
5. Copy of the Certified and Itemized Bid Tabulation attached	A bid tabulation should be attached to this notice. Indicate whether the bid tab is attached by marking “yes” or “no”. If no, explain why in the comment section of row 6.												
6. Comments	Enter any applicable comments.												
7. Signature	Signature of the grantee’s Chief Elected Official.												
8. Date	Date on which the form is prepared (not the contract award date). It must be sent to OCD within 30 days of the award of the contract.												