Notification of Available Subcontract Work

City of Topeka, Kansas

This form shall be completed and submitted to the Contracts & Procurements division-Contract Compliance (10) days prior to the bid opening as prescribed by the Instructions to Bidders. Show the City project number on all correspondence.

The bidder, __________________________________________, hereby certifies that Contract Compliance was contacted by hand delivering or faxing (785-368-4499) a written invitation for minority subcontractors' bids on __________, 20___, for the following project:_____________________________________________.

______________________________________________________________________ .

Bids are to be opened on this project by the City of Topeka on ____________, 20___. The bidder intends to subcontract the following crafts or services:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

______________________________________
Signature of Bidder

Phone Number_________________________________
Fax Number___________________________________

Certificate of Receipt

I, ___________________________________________, of Contracts & Procurements Division-Contract Compliance hereby certify that__________________________________________
hand-delivered or faxed a written invitation for minority subcontractors' bids on the following project, _________________________________________________,
of the City of Topeka on the ________ day of _________________________, 20___.

_____________________________________
Signature of Contracts & Procurements staff