



CALHFA & HCD COMBINED BID APPROVAL REQUEST

Bid Requirements	
All Developments - Excluding HUD Risk Share and PRA 811 Work up to \$19,999 - Bids not required \$20,000 - \$49,999 - One (1) bid required \$50,000 or more - Two (2) bids required	CalHFA HUD Risk Share and PRA 811 Developments Work up to \$9,999 - Bids not required \$10,000 or more - Three (3) bids required

Project Information	
Project Name:	
CalHFA Project Number:	
HCD Contract Number:	
Property Address:	
Sponsor:	
Management Company:	

Scope of Work	
Description of Work:	
Reason for Work:	
Emergency:	
Explanation:	

Contractor Name	Bid Amount	Date Received	License #	Selected Y/N

Selected Contractor Information			
Selected Contractor Name:			
Selected Bid Amount:		Lowest Bid Selected Y/N:	
Justification if Not Lowest:			
Contact Info:			
License Number:		License Expiration:	
Estimated Start Date:		Estimated Completion Date:	

All submissions must include complete supporting documentation at the time of submission, including: all bids and contractor proposals, scope of work, bid summaries/comparisons, cost breakdowns, contractor licensing, and justification for selection if the lowest bid was not chosen.
Incomplete submission will be returned delaying agency's review and approval.

Sponsor/Agent Certification			
Prepared By:			
Signature:		Date:	

CalHFA/HCD Use Only			
Inspector Approval:		Date:	
Inspector Comments:			
Asset Management Approval:		Date:	
AM Comments:			