

Minority and Female Business Notice Sample

*[Instructions: Publish as a **legal notice** in a **regional paper** with a two-county wide or more circulation of 15,000, may need to publish in several regional newspapers.]*

(Insert Regional Administrator's name) is preparing to carry out housing rehabilitation activities through the use of Virginia Indoor Plumbing Rehabilitation Flex Program Funds. In the implementation of this project the following kinds of contracts will be issued and procurements made:

- A List of construction and service contracts*
- B. List of construction subcontracts, major, specific equipment and general types of materials to be used*

(Insert Regional Administrator's name) is soliciting the participation of minority and female-owned businesses, contractors and suppliers in carrying out this project. Such businesses may be included on appropriate bid and procurement lists by submitting a written request within ten (10) days of this notice. Requests should state the name, address, product or service, and how the firm qualifies as a minority or female-owned business concern.

Such requests should be addressed to:

Name of Designated Official

Address

Grantee's Phone Numbers

Virginia Relay: 711

Grantee's Fax Number

All above referenced procurements will be made on a competitive basis.

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