



**Community Development Authority  
of the City of Racine**

**AGENDA BRIEFING MEMORADUM**

<b>AGENDA DATE:</b>	May 5, 2022
<b>PREPARED BY:</b>	Mike Lechner, Department of City Development
<b>EXECUTIVE SUMMARY:</b>	Consideration of Resolution 22-17 a request to approve bidding documents for use by the Community Development Authority of the City of Racine.
<b>BACKGROUND:</b>	<p>The Community Development Authority of the City of Racine (CDA) has construction projects that require detailed bidding procedures and documentation. These procedures, that have been adopted by the City of Racine and reviewed by the City's Attorney's Office, have been updated to reflect the CDA and consist of a standard bidding document that will layout the format in which bidding packets are to be advertised, prepared, and submitted. The documents requested for approval by the CDA include:</p> <p><i>Bidders Prequalification Form</i> <i>Partnership/Sole Trader Form</i> <i>Detailed Specifications</i> <i>Sample Special Provisions</i> <i>Insurance – Instructions to Bidders – General Specs</i> <i>Official Notice – Advertisement</i></p> <p>The bidding documents ensure fair and equitable bidding and will be used for larger construction projects for the Community Development Authority such as housing construction, renovation projects, and other major projects.</p>
<b>BUDGETARY IMPACT:</b>	There is no budgetary impact to approve the bidding documents. Any bids received will have to be approved by the CDA.
<b>RECOMMENDED ACTION:</b>	To Approve and Authorize the use of the bidding documents to include the format of the documents above, as presented.