

**SUGGESTED ADVERTISEMENT FOR MINORITY, WOMEN & EVANSTON  
BUSINESS ENTERPRISE PARTICIPATION\***

Notice to Minority, Women and Evanston Business Enterprise

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ is  
(Name of Company) (Address of Company) (Telephone)  
**seeking qualified Minority, Women and Evanston Businesses for the City of  
Evanston \_\_\_\_\_ Project.**

**For subcontracting opportunities in the following areas:**

**All interested and qualified Minority, Women and Evanston Businesses should  
contact in writing,**

**(Certified letter, return receipt requested, Company Contact Person) to discuss the  
Subcontracting opportunities. All negotiations must be completed prior to the  
Bid opening date of:**

\_\_\_\_\_.

\*The advertisement must clearly state the method of evaluating the proposals or quotations, and the relative importance attached to each criterion. Bidders must uniformly and objectively evaluate the proposals submitted by Minority, Women and Evanston business in response to the advertisement based upon the evaluation criteria stated in the advertisement. The evaluation criteria must not be restrictive or exclusionary.