

# Notice of Letting

Letting Date:

*HELP*  
&  
INFORMATION

FEDERAL  
FRAUD



HOTLINE

## Transportation Bulletin

Illinois Department of Transportation

2300 South Dirksen Parkway, Springfield, Illinois 62764

# IMPORTANT NOTICE: TRANSPORTATION BULLETIN REVISIONS

**Letting Date: September 19, 2008**

The following revisions have been made to this Transportation Bulletin. If you downloaded the bulletin prior to the noted revision date, you should incorporate the revisions or download and use a new copy of the bulletin.

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REVISION DATE: There are no revisions as of **August 29, 2008**.

**STATE OF ILLINOIS**  
Department of Transportation  
2300 South Dirksen Parkway  
Springfield, Illinois 62764

The Transportation Bulletin is the official Illinois Procurement Bulletin for the Illinois Department of Transportation as authorized by Section 15-1 of the Illinois Procurement Code, [30 ILCS 500/15-1](#). It is available on the IDOT Web Site at <http://www.dot.il.gov> and through the [IDOT Subscription Service](#).

Three versions of the Transportation Bulletin are currently published.

**[Transportation Procurement Bulletin](#)**

**[Invitation for Bids](#)**

**[Professional Transportation Bulletin](#)**

Questions concerning file downloads and/or subscription service information should be directed to Tim Garman at 217-524-1642 or email [Timothy.Garman@illinois.gov](mailto:Timothy.Garman@illinois.gov).

## **Transportation Procurement Bulletin**

Formerly published as the Transportation Bulletin – Weekly Procurement, this bulletin is now located at <http://www.dot.il.gov/desenv/transprocbulletin.html>. It features procurement information for the construction and consulting industry, and the general public. Postings include Invitations to Bid and Request for Proposals from a variety of Bureaus within the Department of Transportation. The site also features important procurement information and links to contract award notices for construction and engineering, sole source procurements, emergency purchases, change orders which exceed \$30,000, and renewal notices.

Questions concerning this Bulletin should be directed to:

**Tim Garman**

2300 South Dirksen Parkway  
Room 330  
Springfield, IL 62764  
217-524-1642

or E-mail [Timothy.Garman@illinois.gov](mailto:Timothy.Garman@illinois.gov)

## **Invitation For Bids**

Contains information pertaining to the advertisement for bidding of Highways, Aeronautics and Department of Natural Resources.

Questions concerning this Bulletin should be directed to:

Ryan Sheley      Rm 326    (217) 782-7806    [Ryan.Sheley@illinois.gov](mailto:Ryan.Sheley@illinois.gov)  
Ted Walschleger    Rm 330    (217) 782-4894    [Ted.Walschleger@illinois.gov](mailto:Ted.Walschleger@illinois.gov)

2300 South Dirksen Parkway  
Springfield, IL 62764

## **Professional Transportation Bulletin**

Contains information pertaining to the advertisement for offers of interest for professional services for Department of Transportation projects.

Questions concerning this Bulletin should be directed to:

**Carrie Kowalski** or E-mail [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov)  
2300 South Dirksen Parkway  
Room 330  
Springfield, IL 62764

# “LETTING YOU KNOW”

*The Illinois Department of Transportation is interested in maintaining close communications with industry. This newsletter highlights subjects which we believe will be of interest to you.*

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No. 105

August 2008

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**REMINDER  
REMINDER  
REMINDER**

**BC 57 AFFIDAVIT OF  
AVAILABILITY**

The BC 57 - Affidavit of Availability has been modified to include recent changes to the Rules for Prequalification of Contractors, Authorization to Bid and Subcontractor Registration. In addition to changing work category names to reflect changes to the rules, we are also providing the form in two formats. The form is available on the Department's website as a [Microsoft Word document](#) and a [Microsoft Excel document](#). The Excel version was designed at the request of numerous contractors, and either version can be used to suit your specific needs.

The Word document has been changed to reflect the new nomenclatures for Hot-Mix Asphalt (HMA) Plant Mix, Paving and Concrete Construction. Some categories have been deleted to allow the addition of more commonly used categories. This form operates the same as the previous version and is two pages. The form will perform the calculations if it is filled in electronically.

The Excel format provides ten pages total; five pages of Parts I and II and five pages of Part III with the signature block. The same changes to the nomenclatures and the addition and deletion of work categories are on this form. The formatting has been done to allow for carry-forward of the accumulated totals from page 1 to subsequent pages. This allows for accurate calculations when it is filled in electronically.

To assist us in providing the most expedient service to you, we are requesting your assistance by ensuring that we have complete and accurate information that will allow us to process your requests with little or no delay.

With the addition of the [Microsoft Excel version of the BC 57](#), we will no longer be accepting the BC 57 with attached spreadsheets. The new form should meet the needs of the majority of our customers, the contractor.

If you have any questions concerning the use and changes to the BC 57, please contact the Prequalification Section at 217-782-3413.



**Illinois Department of Transportation**

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**REMINDER, REMINDER  
REMINDER**

This is a reminder to prime contractors that according to the Special Provision for Payment to Subcontractors that prime contractors shall not hold retainage from the subcontractors. In addition, the special provision requires that when a Contractor receives any payment from the Department, the Contractor shall make corresponding, proportional payments to each subcontractor and material supplier performing work or supplying material within 15 calendar days after receipt of the Department payment.

**NO - RETAINAGE**

**INSURANCE  
REQUIREMENTS ON  
LOCAL ROADS AND  
STREETS' PROJECTS**

All Local Roads and Streets' contracts contain a Special Provision (LR-107-4) requiring the contractor to name listed entities as an additional insured under the contractor's general liability insurance policy in accordance with Article 107.27 of the Standard Specifications for Road and Bridge Construction.

Contractors with "blanket" certificates of insurance will need to have any necessary endorsements in place and submitted to the Contracts Office before the contract can be executed. Local Roads and Streets' contracts can be identified by the second digit of the contract being an odd number. Some contractors have not been submitting the required insurance, which causes delays in execution of the contract.

Please contact Nancy Knapp or Ryan Sheley at (217) 782-7806 if you have any questions.

**CHANGE IN SUBMITTAL  
TIME FOR SUBSTANCE  
ABUSE PREVENTION  
PROGRAM  
CERTIFICATION  
(FORM BC 261)**

Effective with the August 1, 2008 Letting, the Substance Abuse Prevention Program (SAPP) Certification ([Form BC 261](#)) for the contractor must be submitted to the district no later than the preconstruction conference.

**This is a change in the submittal time: the SAPPs are not to be submitted with the bid.** The contractor must submit the SAPP for each subcontractor along with the Request for Approval of Subcontractor ([Form BC 260-A](#)). Please see the Special Notice elsewhere in this Bulletin. If you have any questions, please contact Ryan Sheley at (217) 782-7806.

**SALE OF LETTING  
SET CDs DISCONTINUED**

Effective with the August 1, 2008 Letting, the department has discontinued the sale of Letting Set CDs. The extremely low number of requests indicates that this feature is no longer needed.

The Request for Authorization to Bid/Not for Bid Status ([BDE 124 INT](#)) has been revised to reflect this change. Please be sure that you are using the new version of the form (Eff. 7/30/08). If you have any questions, please feel free to contact Ryan Sheley or Tim Garman at (217) 782-7806.

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**STAY INFORMED!**

Keep in touch with your representative on the IDOT/Industry Policy Committee and IDOT/Industry Joint Co-op Committee.

# Bureau of Design and Environment

## Contractor Publications Electronic Subscription Service

To receive construction contractor related publications and reports through the free subscription service, please follow the instructions to subscribe. The information will be automatically e-mailed to the subscriber on the publish date. The following publications and reports are currently available for subscription:

### **IDOT Contractor's Packet**

Subscription listname: **IDOTContractorsPacket**

**The IDOT Contractor's Packet automatically subscribes the requestor to all of the following publications and reports. Those not wishing to receive all of the following lists can subscribe to the desired lists individually.**

### **IDOT Addendum Checklist**

The IDOT Addendum Checklist identifies all letting items that have been revised by addendum. The contractors should use this checklist to ensure they have incorporated into their plans and proposals all addenda that have been issued for each particular letting item. The checklist also identifies withdrawn and deleted items. The checklist is published regularly whenever addenda are processed.

### **IDOT Aeronautics Unit Price Tabulation of Bids**

The Aeronautics Unit Price Tabulation of Bids is a listing of all unit price bids on awarded jobs for the letting, sorted by letting item. The listing identifies the actual bidders, the as-read bid amounts, the corrected bid amounts (if applicable) and the low bidders. The listing is not published until jobs are awarded. Typically, Unit Price Tabulation of Bids listings begin to be published four to eight weeks after the letting, excluding the federal discretionary seeking projects placed on the March and August lettings. These may take several months before funds are secured and the projects awarded.

### **IDOT As Read Tabulation of Bids**

The IDOT As Read Tabulation of Bids is a listing of bids as they were read at the bid opening. The bid amounts are not checked at the time this listing is produced. This listing also includes a page which identifies all letting items for which the as read low bid was, prior to a post letting review, within a reasonable approximation of the Engineer's estimate. The listing is usually published by 4:30 p.m. of the day of the letting.

### **IDOT Bituminous Price Index**

The [Bituminous Price Index](#) is a monthly listing of the average price of PG64-22. This price is used in determining the Bituminous Materials Cost Adjustments on contracts containing this special provision.

### **IDOT CBid Files**

The CBID files contain the pay items and quantities for a contract, as well as macros to prepare and print a bid. These files are in Microsoft Excel format (xls). CBID files are put on the Website as they become available. **It is your responsibility** to determine which, if any, addenda pertains to any project you may be bidding. **Failure to incorporate all relevant addenda may cause your bid to be declared unacceptable.** Note that the CBID filename is the same as the IDOT Contract Number. Please refer to the Transportation Bulletin – Notice of Letting for the correct contract number.

### **IDOT Construction Contractor's Transportation Bulletin – Notice of Letting**

The IDOT Construction Contractor's Transportation Bulletin – Notice of Letting is the official publication and invitation for construction bids by the Illinois Department of Transportation's Division of Highways, IDOT Division of Aeronautics and the Illinois Department of Natural Resources. The bulletin also contains information pertaining to pre-bid meetings, the DBE program and other current information. The bulletin will be published on the advertised publish date for each regularly scheduled letting. Special lettings will have applicable bulletins published at least 14 days prior to the letting on an as needed basis.

### **IDOT Corrected Tabulation of Bids**

The IDOT Corrected Tabulation of Bids is a listing of all bids for the letting, sorted by letting item. All bids have been recalculated and checked before this listing is produced. The listing identifies the eligible bidders, the actual bidders, the as-read bid amounts, the corrected bid amounts (if applicable) and the low bidders for the letting. The listing is usually published within 14 days after the letting.

### **IDOT Federal Wage Rates Listing**

The IDOT Federal Wage Rates listing identifies the current federal wage rates to be used by contractors for preparing bids whenever the construction activities are federally participating. The federal wage rates will be published 10 days prior to the letting date.

### **IDOT For Bid List of Bidders**

The IDOT For Bid List of Bidders is a compilation of all potential bidders who have been authorized to bid on each letting item for each letting. A separate list is compiled for each letting and the list is sorted by letting item. The list will be published several times with the last time being one day prior to the letting.

### **IDOT Letting Plans**

The IDOT Letting Plans (and proposals) are available for download on the IDOT Web Site. Go to the Letting & Bidding Information page at: <http://www.dot.il.gov/desenv/delett.html> And select the current Letting date. Plans are posted as they become available.

### **IDOT Letting Proposals (Specifications)**

The IDOT Proposal is a booklet that contains the bidding package, schedule of prices, specifications and wage rate information for a selected job included on the letting. Some of these Proposals contain fold up (FUP) plans for the jobs. Although the Proposal contains all necessary information needed to bid, Authorization to Bid must be requested and received prior to the letting for a bid to the Department to be considered. Bids submitted without Authorization to Bid will **NOT** be considered. Proposals are available for download on the IDOT Web Site. Go to <http://www.dot.il.gov/desenv/delett.html> and select the current Letting date. Proposals are posted as they become available.

### **IDOT Local Roads Contractors Bulletin**

The Contractors Bulletin is a weekly publication advertising locally let and "material only, bids" for local agencies, counties, cities/villages, and road districts throughout the state. The bulletin is in three parts: (1) previous advertisements for two weeks, (2) new advertisements with a description of the job, the date and time of letting, description of the material needed for bidding and any other information, and (3) awarded projects identifying the successful bidder and the dollar amount.

### **IDOT News Flash from BDE**

The IDOT News Flash is important information released by the IDOT Bureau of Design and Environment which all contractors should read. This is information that becomes available after publication of the Notice of Letting Bulletin.

### **IDOT Not For Bid List of Bidders**

The IDOT Not For Bid List of Bidders is a compilation of all parties who have requested plans and/or proposals. A separate list is compiled for each letting and the list is sorted by letting item. The list will be published several times.

### **IDOT Pay Item Report**

The Pay Item Report is a listing of all pay items on a letting. For each pay item, the listing identifies the quantity, letting item number, contract number, county, IDOT district office and the unit of measure.

### **IDOT Pay Item Report with Awarded Prices**

The Pay Item Report with Awarded Prices is a listing of all pay items on a letting. For each pay item, the listing identifies the quantity, letting item number, contract number, county, IDOT district office and the unit of measure. This report has an added column which is the awarded unit price of each item. The Pay Item Report with Awarded Prices will be published after the last item on the letting is awarded.

### **IDOT Unit Price Tabulation of Bids**

The IDOT Unit Price Tabulation of Bids is a listing of all unit price bids on awarded jobs for the letting, sorted by letting item. Whereas the As Read Tabulation of Bids and the Corrected Tabulation of Bids provide the sum total amount bid for each letting item, the Unit Price Tabulation of Bids provides the break down of all bids per line item unit price, and it is only provided for awarded jobs. The listing identifies the actual bidders, the as-read bid amounts, the corrected bid amounts (if applicable) and the low bidders. The listing is not published until jobs are awarded. Typically, Unit Price Tabulation of Bids listings begin to be published within three weeks after the letting and may continue for up to 60 days. Jobs through the Division of Aeronautics and the Department of Natural Resources are not included.

### **IDOT Transportation Procurement Bulletin**

The [Transportation Procurement Bulletin Web Page](#) features procurement information for the construction and consulting industry, and the general public. Postings include Invitations to Bid and Request for Proposals from a variety of Bureaus within the Department of Transportation. The site also features important procurement information and links to contract award notices including sole source procurements, emergency purchases, change orders which exceed \$30,000, and renewal notices. Subscribers will receive notification when new procurement opportunities are posted to the Web page.

## INSTRUCTIONS FOR SUBSCRIBING

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address and with the information as noted below:

1. Address the e-mail message to: [listserv@lists.dot.il.gov](mailto:listserv@lists.dot.il.gov)
2. Type the letters 'sub', a space and then the subscription listname in the body of the message. **Please Note: There are no spaces in the listname.**  
For example: **sub IDOTContractorsPacket** (Do Not Include Any Other Text)
3. Send the message.
4. A confirmation e-mail will be sent to you.
5. Click on the reply button and type OK in the body of the message and send the message back to IDOT.
6. Once the Department receives the OK, you will be added to the subscription list.
7. You will then receive a confirmation e-mail stating that you have been added to the list and automatically receive the publications and reports for which you have subscribed when they are published.

If you have questions, contact Tim Garman at (217)524-1642 or [Timothy.Garman@illinois.gov](mailto:Timothy.Garman@illinois.gov)

### **To subscribe to each item individually:**

Follow the above subscription instructions. Substitute the appropriate listname for each item to which you want to subscribe. **Please Note: There are no spaces in the listname and you must follow these steps for each list that you to want to receive.**

- **IDOT Contractor's Packet** (*Automatic Subscription to all of the following lists*)  
Subscription listname: IDOTContractorsPacket
- **IDOT Addendum Checklist**  
Subscription listname: IDOTAddendumChecklist
- **IDOT Aeronautics Unit Price Tabulation of Bids**  
Subscription listname: IDOTAeroUnitPriceTabulationofBid
- **IDOT As Read Tabulation of Bids**  
Subscription listname: IDOTAsReadTabulationOfBids
- **IDOT Bituminous Price Index**  
Subscription listname: IDOTBituminousPriceIndex
- 
- **IDOT CBid Files**  
Subscription listname: IDOTCBid
- **IDOT Construction Contractor's Transportation Bulletin – Notice of Letting**  
Subscription listname: IDOTBulletinNoticeOfLetting
- **IDOT Corrected Tabulation of Bids**  
Subscription listname: IDOTCorrectedTabulationOfBids

- **IDOT Federal Wage Rates Listing**  
Subscription listname: IDOTFederalWageRatesListing
- **IDOT For Bid List of Bidders**  
Subscription listname: IDOTForBidListOfBidders
- **IDOT Letting Plans**  
Subscription listname: IDOTLettingPlans
- **IDOT Letting Proposals (Specifications)**  
Subscription listname: IDOTLettingProposals
- **IDOT Local Roads Contractor Bulletin**  
Subscription listname: IDOTLocalRoadsContractorBulletin
- **IDOT News Flash from BDE**  
Subscription listname: IDOTNewsFlashFromBDE
- **IDOT Not For Bid List of Bidders**  
Subscription listname: IDOTNotForBidListOfBidders
- **IDOT Pay Item Report**  
Subscription listname: IDOTPayItemReport
- **IDOT Pay Item Report with Awarded Prices**  
Subscription listname: IDOTPayItemAwarded
- **IDOT Unit Price Tabulation of Bids**  
Subscription listname: IDOTUnitPriceTabulationOfBids
- **IDOT Transportation Procurement Bulletin**  
Subscription listname: IDOTBulletinWeeklyProcurement

### INSTRUCTIONS FOR UNSUBSCRIBING

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address and with the information as noted below:

1. Address the e-mail message to: [listserv@lists.dot.il.gov](mailto:listserv@lists.dot.il.gov)
2. Type the letters 'signoff', a space and then the subscription listname in the body of the message. ***Please Note: There are no spaces in the listname.***  
For example: **signoff IDOTContractorsPacket** **(Do Not Include Any OtherText)**
3. Send the message.
4. A confirmation e-mail will be sent to you removing you from the subscription list.

**Note: You must follow these steps for each list that you no longer want to receive.**

If you have questions, contact Tim Garman at (217)524-1642 or [Timothy.Garman@illinois.gov](mailto:Timothy.Garman@illinois.gov).

# Electronic Subscription Service

## Bureau of Design and Environment Manual and Procedure Memorandum Updates

To receive updates related to the BDE Manual and BDE Procedure Memorandums through the free subscription service, please follow the instructions for subscribing. The information for both the items will be automatically e-mailed to the subscriber upon release for publication.

### **Bureau of Design and Environment Manual**

The *Bureau of Design and Environment Manual (BDE Manual)* has been prepared to provide uniform policies and procedures for the Department and consultant personnel preparing Phase I studies and reports and contract plans for Department. The *BDE Manual* presents most of the information normally required for location, design and environmental evaluation of highway construction projects on the state highway system. The *BDE Manual* is available on CD-ROM and IDOT's Doing Business/Manuals-Memorandums/Bureau of Design and Environment Manual & Memorandums page at: <http://www.dot.il.gov/desenv/bdemanual.html>

### **BDE Procedure Memorandums**

The *BDE Procedure Memorandums* are used as a means to implement changes in procedures, policies, directives, and/or criteria in the interim between issuance of updates to the *BDE Manual*. The designer should refer to these when using the *BDE Manual* until such time as they are superseded or incorporated into an updated edition of the *BDE Manual*. BDE Procedure Memorandums are available on IDOT's Doing Business/Manuals-Memorandums/Bureau of Design and Environment Manual & Memorandums page at: <http://www.dot.il.gov/desenv/bdemems.html>

## **INSTRUCTIONS FOR SUBSCRIBING**

### **Please Note:**

**By subscribing to the IDOTBDEManualUpdates list, you will receive both the Bureau of Design and Environment Manual and Procedure Memorandum Updates**

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address and with the information as noted below:

1. Address the e-mail message to: [listserv@lists.dot.il.gov](mailto:listserv@lists.dot.il.gov)
2. Type the letters 'sub', a space and then the subscription listname in the body of the message. **Please Note: There are no spaces in the listname.**  
Example: **sub IDOTBDEManualUpdates**  
**(Do Not Include Any Other Text)**
3. Send the message.
4. A confirmation e-mail will be sent to you.
5. Click on the reply button and type OK in the body of the message and send the message back to IDOT.
6. Once the Department receives the OK, you will be added to the subscription list.
7. You will then receive a confirmation e-mail stating that you have been added to the list and automatically receive the publications and reports for which you have subscribed when they are published.

## **INSTRUCTIONS FOR UNSUBSCRIBING**

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2. Type the letters 'signoff', a space and then the subscription listname in the body of the message. **Please Note: There are no spaces in the listname.**  
Example:     **signoff IDOTBDEManualUpdates**  
                  **(Do Not Include Any Other Text)**
3. Send the message.
4. A confirmation e-mail will be sent to you removing you from the subscription list.

If you have questions, contact Tim Garman at (217)524-1642 or [Timothy.Garman@illinois.gov](mailto:Timothy.Garman@illinois.gov)

# Electronic Subscription Service

## Highway Standards

To receive updates related to the Highway Standards through the free subscription service, please follow the instructions for subscribing. Subscribers will be automatically emailed upon release of revisions to the Highway Standards.

### Highway Standards

These drawings show the details of various construction items and are considered part of the plans. The Highway Standards applicable to a particular contract are referenced on the cover sheet of the plans.

The Highway Standards are only available electronically. To access them, please visit the Department's website at <http://www.dot.il.gov/desenv/hwystds/stnds.html>

### **INSTRUCTIONS FOR SUBSCRIBING**

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address and with the information as noted below:

1. Address the e-mail message to: [listserv@lists.dot.il.gov](mailto:listserv@lists.dot.il.gov)
2. Type the letters 'sub', a space and then the subscription listname in the body of the message.  
***Please Note: There are no spaces in the listname.***  
Example:    **sub IDOTHighwayStandards**  
                  **(Do Not Include Any Other Text)**
3. Send the message.
4. A confirmation e-mail will be sent to you.
5. Click on the reply button and type OK in the body of the message and send the message back to IDOT.
6. Once the Department receives the OK, you will be added to the subscription list.
7. You will then receive a confirmation e-mail stating that you have been added to the list and automatically receive the publications and reports for which you have subscribed when they are published.

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2. Type the letters 'signoff', a space and then the subscription listname in the body of the message.  
***Please Note: There are no spaces in the listname.***  
Example:    **signoff IDOTHighwayStandards**  
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If you have questions, contact Tim Garman at (217)524-1642 or at [Timothy.Garman@illinois.gov](mailto:Timothy.Garman@illinois.gov)

## **NOTICE TO ALL BIDDERS**

### TO REPORT BID RIGGING, BIDDER COLLUSION OR OTHER FRAUDULENT ACTIVITIES

The U.S. Department of Transportation (USDOT) maintains a Hotline Complaint Center and operates a toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, DBE fraud or other fraudulent activities should use the following hotline number or address to report such activities:

#### **Hotline Number:**

(202) 755-1855 or 800-424-9071

#### **Hotline Address:**

Office of Inspector General  
P. O. Box 23178  
L'Enfant Plaza Station  
Washington, D.C. 20024-0178

The hotline is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of USDOT's Inspector General. All information will be treated confidentially and caller anonymity will be respected.

# IDOT LETTING SCHEDULE

2008 - 2010

Transportation Bulletin Date	Pre-Qualification "Cut Off" Date	Joint Venture "Cut Off" Date	Bid Authorization "Cut Off" Date	Letting Date
08/15/2008	08/29/2008	09/12/2008	09/16/2008	09/19/2008
10/03/2008	10/17/2008	10/31/2008	11/04/2008	11/07/2008
12/05/08	12/26/2008	01/09/2009	01/13/2009	01/16/2009
01/30/2009	02/13/2009	02/27/2009	03/03/2009	03/06/2009
03/20/2009	04/03/2009	04/17/2009	04/21/2009	04/24/2009
05/08/2009	05/22/2009	06/05/2009	06/09/2009	06/12/2009
06/26/2009	07/10/2009	07/24/2009	07/28/2009	07/31/2009
08/14/2009	08/28/2009	09/11/2009	09/15/2009	09/18/2009
10/02/2009	10/16/2009	10/30/2009	11/03/2009	11/06/2009
12/04/2009	12/25/2009	01/08/2010	01/12/2010	01/15/2010
01/29/2010	02/12/2010	02/26/2010	03/02/2010	03/05/2010
03/19/2010	04/02/2010	04/16/2010	04/20/2010	04/23/2010
05/07/2010	05/21/2010	06/04/2010	06/08/2010	06/11/2010
06/25/2010	07/09/2010	07/23/2010	07/27/2010	07/30/2010
08/13/2010	08/27/2010	09/10/2010	09/14/2010	09/17/2010
10/01/2010	10/15/2010	10/29/2010	11/02/2010	11/05/2010

# Special Notice Regarding IDOT Proposals, Authorization To Bid, and Requests For Plans & Proposals

## ABOUT IDOT PROPOSALS

All Proposals issued by IDOT are potential bidding proposals. Each proposal contains all Certifications and Affidavits, a proposal signature sheet and a Proposal Bid Bond required for Prime Contractors submit a bid after written AUTHORIZATION TO BID has been issued by IDOT. A Proposal Bid Bond and Authorization To Bid are not required on items designated as Small Business Set-Aside.

## ABOUT AUTHORIZATION TO BID (Not required for Small Business Set-Asides)

**WHO CAN BID?** Bids will be accepted from only those companies that **request and receive** written **Authorization to Bid** from IDOT. To request authorization, a potential bidder must complete and submit Part A of the Request for Authorization to Bid/or Not For Bid Status for ([BDE 124INT](#)).

**WHAT CONSTITUTES AUTHORIZATION TO BID?** When a prospective prime bidder submits a BDE 124INT he/she must indicate at that time which items are being requested for bidding purposes. Only those items requested For Bidding will be analyzed. After the request has been analyzed, the bidder will be issued a **Proposal Denial and/or Authorization Form** that indicates which items have been approved for Bidding. If **Authorization to Bid** cannot be approved, the **Proposal Denial and/or Authorization Form** will indicate the reason for denial.

**FIRMS UNSURE AS TO AUTHORIZATION STATUS?** Firms that have not received an authorization form within a reasonable time of complete and correct original document submittal should contact the department as to status. This is critical in the week before the letting. These documents must be received by three days before the letting date. Firms unsure as to authorization status should call the Prequalification Section of the Bureau of Construction at 217/782-3413.

### NOTICE

NO AUTHORIZATION TO BID WILL BE ISSUED UNTIL A **COMPLETED PART A OF FORM BDE 124INT** AND THE **ORIGINAL** AFFIDAVIT OF AVAILABILITY HAS BEEN FILED WITH THE CENTRAL BUREAU OF CONSTRUCTION.

FOR SMALL BUSINESS SET-ASIDES, THE AFFIDAVIT OF AVAILABILITY IS NOT REQUIRED.

# **SPECIAL NOTICE**

## **CHANGE IN SUBMITTAL TIME FOR SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION**

**PA 95-0635 SUBSTANCE ABUSE PREVENTION PROGRAM (SAPP)  
Effective January 1, 2008  
Change in Submittal Time Effective August 1, 2008**

This Public Act requires that all contractors and subcontractors have a SAPP, meeting certain requirements, in place **before** starting work.

The contractor **must** submit their correctly completed SAPP Certification (Form BC 261) to the District no later than the preconstruction conference.

The requirements of this Public Act are a material part of the contract, and the contractor shall require this provision to be included in all approved subcontracts. The contractor shall submit the correctly completed SAPP Certification (Form BC 261) for each subcontractor with the Request for Approval of Subcontractor (Form BC 260-A).

# **SPECIAL NOTICE**

## **SMALL BUSINESS SET-ASIDES**

Several items on this Letting are designated as small business set-asides. In accordance with Section 45-45 of the Illinois Procurement Code and the rules of the Department, only bids from qualified small businesses will be considered for award. No construction business is a small business if its annual sales and receipts exceed \$10,000,000.

To encourage maximum competition, these small business set-asides are open bidding items. In accordance with the rules of the Department, prequalification is waived for these items. All bidders, including those correctly prequalified by the Department, are required to submit with the bids a Qualification and Equipment Inventory Certification Form. The form is included with the proposal and bidding documents.

Please see the list of items elsewhere in the Bulletin. There will be Small Business Set-asides on future Lettings as well.

Authorization to bid is not required; however, firms wishing to be listed on the For Bid list should so indicate by sending a Request For Authorization To Bid/or Not For Bid Status (form BDE 124INT).

If you have any questions please contact Ryan Sheley at 217-782-7806.

## Subcontractor Registration

Subcontractors interested in participating on contracts are required to register with the Department. Prequalified contractors, consultants, material suppliers and trucking companies are **NOT** required to register. Subcontractors can register electronically at the Department's web site, <http://www.dot.il.gov/>. At the home page click on "Doing Business". The subcontractor registration form is listed under Contractor Services. The registration form requires minimal information and can be completed in minutes. Confirmation, along with a registration number, will be received by e-mail in 1-2 days. Registration is valid for one year and will then require renewal. Questions may be addressed to the Prequalification Section, Bureau of Construction.

Phone: (217) 782-3413

E-mail: [Michael.Copp@illinois.gov](mailto:Michael.Copp@illinois.gov)

## Illinois Department of Transportation

# SUPPLEMENTAL INVITATION FOR BIDS

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Volume 11

Springfield, Illinois, August 29, 2008

No. 35

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This invitation is the official advertisement and solicitation for bids issued by the Illinois Department of Transportation to secure the performance of highway work by contract, airport work by contract and contract work solicited by the Illinois Department of Natural Resources. The Invitation for Bids is published in the Transportation Bulletin and is available on the Department's Internet website at <http://www.dot.il.gov> and through electronic subscription. Questions concerning this invitation should be directed to:

Mr. Ryan Sheley  
Harry R. Hanley Building  
Room 326  
2300 South Dirksen Parkway  
Springfield, IL 62764  
(217)782-7806  
Fax: (217)785-1141  
TDD: (217)524-4875  
[Ryan.Sheley@illinois.gov](mailto:Ryan.Sheley@illinois.gov)

### **NOTICE OF LETTING - SEPTEMBER 19, 2008**

1. **LETTING DUE DATE AND TIME FOR SUBMISSION AND OPENING OF BIDS.** The Department of Transportation is requesting offers in the form of sealed bids from responsible contractors to fill the State's needs as described in this invitation. Sealed bids for the contract items described herein will be accepted at the above address of the Chief Contract Official and at the auditorium in the Harry R. Hanley Building by U.S. Mail, delivery service or hand deposit until 10:00 a.m. prevailing local time **September 19, 2008**, at which time the bids will be publicly opened and read. The Department will not open or read bids received after the stated opening date and time.
2. **RULES GOVERNING LETTING.** This letting is subject to and governed by the rules of the Department adopted at 44 Illinois Administrative Code 650 and 44 Illinois Administrative Code 660, and by the provisions of this invitation. Copies of the rules are available by contacting the above address of the Chief Contract Official.
3. **INSTRUCTIONS TO BIDDERS.** Read the following instructions carefully before submitting any bid. Failure to follow these instructions and the rules may result in the rejection of your bid. The Department reserves the right to reject any and all bids, to waive minor or immaterial irregularities, informalities or technicalities, to advertise for new bids, or to request confirmation or clarification from any bidder regarding a bid.

- (a) **CONTRACT ITEM DESCRIPTIONS.** A summary description of each contract item advertised in this invitation is given following these instructions by Item numbers. Bids shall be submitted by Item number. A contract number appears after the Item number. The contract number will also be shown on the contract documents for the contract that the Item number represents. The summary description provided for the proposed work, quantities and time for completion for each Item are for information only and are subject to the terms published in the contract documents for bidding.
- (b) **CONTRACT DOCUMENTS FOR BIDDING.** Contract documents for bidding include a Notice to Bidders, Specifications, Proposal, Contract and Contract Bond document and a set of Plan documents. These documents may be separate or combined into one document. Contract documents for bidding applicable to each Item number advertised in this invitation may be examined at the above address of the Chief Contract Official. In addition, contract documents for bidding highway work may be examined at the respective District Offices in which the prospective work is located. The names and addresses of the District Engineers are as follows:

REGION	DISTRICT	ENGINEER	ADDRESS
1	1	D. M. O'Keefe	201 West Center Court, Schaumburg, IL 60196-1096
2	2	G. F. Ryan	819 Depot Avenue, Dixon, IL 61021-3546
2	3	G. F. Ryan	700 East Norris Drive, PO Box 697, Ottawa, IL 61350-0697
3	4	J. E. Crowe	401 Main Street, Peoria, IL 61602-1111
3	5	J. E. Crowe	13473 IL Hwy 133, PO Box 610, Paris, IL 61944-0610
4	6	R. L. Driskell	126 East Ash Street, Springfield, IL 62704-4792
4	7	R. L. Driskell	400 West Wabash, Effingham, IL 62401-2699
5	8	M. C. Lamie	1102 Eastport Plaza Dr., Collinsville, IL 62234-6198
5	9	M. C. Lamie	State Transportation Bldg., PO Box 100, Carbondale, IL 62901-0100

Contract documents for bidding will not be loaned to prospective bidders. Electronic plans and proposals may be downloaded from the Department's web site [www.dot.il.gov](http://www.dot.il.gov).

- (c) **PREQUALIFICATION.** Any contractor desiring to bid shall be prequalified in accordance with the rules of the Department, adopted at 44 Illinois Administrative Code 650, prior to being granted Authorization to Bid. Prequalification may be waived for particular contract items. In such cases, the manner of determining bidder responsibility will be stated in the contract documents for bidding. Contractors who desire to become prequalified or to renew their prequalification for this letting must file with the Department of Transportation, Bureau of Construction, Room 322, 2300 South Dirksen Parkway, Springfield, Illinois 62764, a Contractor's Statement of Experience and Financial Condition no later than 4:30 p.m. prevailing local time, **September 5, 2008**. A Contractor will not be prequalified for this letting unless the statement is received before the time and day established.

- (d) AUTHORIZATION TO BID. Contractors planning to bid MUST request Authorization to Bid prior to 4:30 p.m. prevailing time September 16, 2008. No Authorization to Bid will be issued after that time. Requests for Authorization to Bid submitted by U.S. Mail or courier delivery will not be honored unless received prior to 4:30 p.m. prevailing local time September 16, 2008, at the Department of Transportation, Bureau of Construction, Room 322, 2300 South Dirksen Parkway, Springfield, Illinois 62764. A form to request authorization to bid is included in the Transportation Bulletin, and is entitled "Request for Authorization to Bid/or Not For Bid Status" (BDE 124 INT).
- (e) AFFIDAVIT OF AVAILABILITY. In addition to the Authorization to Bid, prospective bidders shall submit an Affidavit of Availability prior to 4:30 p.m. prevailing time September 16, 2008. The Affidavit must include all uncompleted contracts awarded to them and all low bids pending award for all public and private work using the prescribed format. The sworn statement relative to contracts and pending awards must be in complete detail, be properly signed and notarized. Facsimiles of the sworn statement will be accepted for analysis, but Authorization to Bid will be issued only upon receipt of a signed and properly completed original Affidavit of Availability. Any omission or misstatement of fact in the sworn statement will be considered as sufficient grounds for the disqualification of the bidder and the rejection of bids. Prospective bidders shall notify the Department within two working days of any low bids pending award or contracts awarded which might occur between the date of submission of the sworn statement and the date of letting. For your convenience, a form to report this information is included in the Transportation Bulletin, and is entitled "Affidavit of Availability" (BC 57). The form can also be downloaded from the department's Web Site at [www.dot.il.gov/const/conforms.html](http://www.dot.il.gov/const/conforms.html).
- (f) JOINT VENTURES. The Transportation Bulletin includes a Special Notice Regarding Joint Ventures. The Special Notice explains the procedures for approval to bid as a joint venture. Prequalified contractors desiring to bid as a joint venture must submit the properly completed documentation no later than 4:30 p.m. prevailing local time September 12, 2008. The required joint venture forms are included in the Transportation Bulletin, and entitled "Request for Authorization to Bid/or Not For Bid Status" (BDE 124 INT), "Affidavit of Availability" (BC 57) and Certificate of Joint Venture" (BC 2267). The original BC 2267 must be submitted.
- (g) EXAMINATION OF CONTRACT DOCUMENTS AND SITE OF THE WORK. The bidder shall, before submitting a bid on any contract item, carefully examine the provisions of the contract documents for bidding and all contract documents referenced therein that comprise the contract as defined in Article 101.09 of the Standard Specifications for Road and Bridge Construction. The bidder shall inspect in detail the site of the proposed work, investigate and become familiar with all the local conditions affecting the contract and the detailed requirements of construction.

If the Department has made a sub-surface examination of the site of the work, the borings, test pits, or other information pertaining thereto are available for examination by all bidders by written request to the office of the District Engineer of the district in which the work is to be performed. The availability of subsurface information from the Department is solely for the convenience and information of the bidder and shall not relieve the bidder of the duty to make, and the risk of making, examinations and investigations as required to assess conditions affecting the work. Any data furnished in the contract plans is for information only and does not constitute a part of the contract. The Department makes no representation or warranty, express or implied, as to the information conveyed or as to any interpretations made from the data.

Submission of a bid shall be a conclusive assurance and warranty the bidder has made these examinations and the bidder understands all requirements for the performance of the work. If the bid is accepted, the bidder will be responsible for all errors in the proposal resulting from a failure or neglect to comply with these instructions. The Department will not be responsible for any costs, expenses, losses, or change in anticipated profits resulting from such failure or neglect of the bidder to make these examinations.

The bidder shall take no advantage of any error or omission in the proposal and advertised contract. Any prospective bidder who desires an explanation or interpretation of the plans, specifications, or any of the contract documents, shall request such in writing from the Central Bureau of Design and Environment at the above address of the Chief Contract Official. The request should be made in sufficient time to allow a written reply by the Department that can reach all prospective bidders before submission of their bids. Any reply given a prospective bidder concerning any of the contract documents, plans, and specifications will be furnished to all prospective bidders in the form determined by the Department including, but not limited to, an addendum, if the information is deemed by the Department to be necessary in submitting bids or if the Department concludes the information would aid competition. Oral explanations, interpretations, or instructions given before the submission of bids unless at a prebid conference will not be binding on the Department.

- (h) ADDITIONAL INSTRUCTIONS. The Notice to Bidders, Specifications, Proposal, Contract and Contract Bond document for each contract item includes specific and additional information and instructions pertaining to submission of bids. That information should be carefully read and the instructions followed by the bidder.
- 4. IMPORTANT DATES FOR BIDDERS. All due dates published in this invitation are summarized for convenient reference by potential bidders on the page entitled "Important Dates for Bidders". Bidders are cautioned that all due dates are strictly enforced.
- 5. PART OF THE CONTRACT. This invitation is made part of the contract by operation of Article 101.09 of the Standard Specifications for Road and Bridge Construction.

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This invitation issued under the authority of the Department of Transportation, State of Illinois.

Milton R. Sees, P.E., Secretary of Transportation

# IMPORTANT DATES FOR BIDDERS

## SEPTEMBER 19, 2008 Bid Opening

There are five important dates that bidders must be aware of when planning to bid on projects advertised by the Illinois Department of Transportation. Those dates for the **September 19, 2008** Letting are as indicated below:

### PREQUALIFICATION

Any contractor who desires to become prequalified to bid on work advertised by IDOT must submit the properly completed prequalification forms to the Bureau of Construction no later than 4:30 p.m. prevailing time twenty-one days prior to the letting of interest. This prequalification requirement applies to first time contractors, contractor renewing expired ratings, contractors maintaining continuous prequalification or contractors requesting revised ratings

The prequalification cut-off date is 4:30 p.m. prevailing time **September 5, 2008** .  
Also, to be eligible to bid, existing prequalification ratings must be effective through the date of letting.

### JOINT VENTURES

Prequalified contractors wishing to combine bidding capacity and bid items as joint ventures must submit the appropriate properly completed forms no later than 4:30 p.m. prevailing time, seven (7) days prior to the letting date. The required joint venture forms are the "Request for Authorization to Bid/or Not for Bid Status" (BDE 124INT), the ORIGINAL "Affidavit of Availability" (BC 57) and the ORIGINAL "Certificate of Joint Venture" (BC 2267).

The Joint venture cut-off date is 4:30 p.m. prevailing time **September 12, 2008** .

### REQUESTS FOR AUTHORIZATION TO BID

Contractors wanting to bid on items included in a particular letting must submit the properly completed "Request for Authorization to Bid/or Not for Bid Status" (BDE 124INT) and the properly completed ORIGINAL "Affidavit of Availability" (BC 57) to the proper office no later than 4:30 p.m. prevailing time, three (3) days prior to the letting date.

The Authorization to Bid request cut-off date is 4:30 p.m. prevailing time **September 16, 2008** .

### SUBMITTAL OF BIDS

The time and place of letting is always listed in the Transportation Bulletin. Most lettings are held at 10:00 a.m. prevailing time in the Auditorium of the IDOT Harry R. Hanley Building located at 2300 South Dirksen Parkway, Springfield, Illinois.

No bid will be accepted unless delivered prior to the time specified in the Transportation Bulletin. Bidders submitting bids by U.S. Mail or courier are cautioned to allow sufficient time for delivery.

### DBE UTILIZATION PLANS

Projects requiring DBE participation require the AS-READ-LOW-BIDDER to submit the required utilization plan to the Bureau of Small Business within seven (7) working days after the letting.

The cut-off date for the submittal of required DBE utilization plans is **September 30, 2008** .

### ADDITIONAL AWARD CRITERIA

Projects requiring Additional Award Criteria require the AS-READ-LOW-BIDDER to submit the required criteria to the Contracts Office within seven (7) working days after the letting.

The cut-off date for the submittal of the required criteria is **September 30, 2008** .

**SEPTEMBER 19, 2008 LETTING**  
**SUPPLEMENTAL ITEM DESCRIPTION**

75. Contract No. 62658                      Will County                      District 1  
Section 143RS-2  
FAP Route 840 (IL 50)  
0.73 mile of milling, HMA surface and striping on IL Route 60, beginning just north of the Illinois Central Railroad bridge and continuing northerly to Wilson Street in Monee; includes 23,401 sq yds milling; 1,129 sq yds patching; 48 tons aggregate wedge shoulder; 2,019 tons HMA surface course, Mix D; 982 tons leveling binder (machine method); 15,795 ft thermoplastic pavement marking; 256 ft detector loop; mobilization; traffic control and protection. (20 Working Days) (Job No. C-91-019-04) (1-77031-0003) (0.00% DBE)

## **REVISIONS TO THE ILLINOIS PREVAILING WAGE RATES**

The Prevailing rates of wages are included in the Contract proposals which are subject to Check Sheet #5 of the Supplemental Specifications and Recurring Special Provisions. The rates have been ascertained and certified by the Illinois Department of Labor for the locality in which the work is to be performed and for each craft or type of work or mechanic needed to execute the work of the Contract. As required by Prevailing Wage Act ([820 ILCS](#) 130/0.01, et seq.) and Check Sheet #5 of the Contract, not less than the rates of wages ascertained by the Illinois Department of Labor and as revised during the performance of a Contract shall be paid to all laborers, workers and mechanics performing work under the Contract. Post the scale of wages in a prominent and easily accessible place at the site of work.

If the Illinois Department of Labor revises the prevailing rates of wages to be paid as listed in the specification of rates, the contractor shall post the revised rates of wages and shall pay not less than the revised rates of wages. Current wage rate information shall be obtained by visiting the Illinois Department of Labor web site at <http://www.state.il.us/agency/idol/> or by calling 312-793-2814. It is the responsibility of the contractor to review the rates applicable to the work of the contract at regular intervals in order to insure the timely payment of current rates. Provision of this information to the contractor by means of the Illinois Department of Labor web site satisfies the notification of revisions by the Department to the contractor pursuant to the Act, and the contractor agrees that no additional notice is required. The contractor shall notify each of its subcontractors of the revised rates of wages.



# Illinois Department of Transportation

Bureau of Construction  
2300 South Dirksen Parkway/Room 322  
Springfield, Illinois 62764

## Affidavit of Availability For the Letting of \_\_\_\_\_

**Instructions:** Complete this form by either typing or using black ink. "Authorization to Bid" will not be issued unless both sides of this form are completed in detail. Use additional forms as needed to list all work.

### Part I. Work Under Contract

List below all work you have under contract as either a prime contractor or a subcontractor. It is required to include all pending low bids not yet awarded or rejected. In a joint venture, list only that portion of the work which is the responsibility of your company. The uncompleted dollar value is to be based upon the most recent engineer's or owners estimate, and must include work subcontracted to others. If no work is contracted, show **NONE**.

	1	2	3	4	Awards Pending	
County and Section Number						
Contract With						
Estimated Completion Date						
Total Contract Price						Accumulated Totals
Uncompleted Dollar Value if Firm is the Prime Contractor						
Uncompleted Dollar Value if Firm is the Subcontractor						
<b>Total Value of All Work</b>						

### Part II. Awards Pending and Uncompleted Work to be done with your own forces.

List below the uncompleted dollar value of work for each contract and awards pending to be completed with your own forces. All work subcontracted to others will be listed on the reverse of this form. In a joint venture, list only that portion of the work to be done by your company. If no work is contracted, show **NONE**.

	1	2	3	4	Awards Pending	Accumulated Totals
Earthwork						
Portland Cement Concrete Paving						
HMA Plant Mix						
HMA Paving						
Clean & Seal Cracks/Joints						
Aggregate Bases & Surfaces						
Highway, R.R. and Waterway Structures						
Drainage						
Electrical						
Cover and Seal Coats						
Concrete Construction						
Landscaping						
Fencing						
Guardrail						
Painting						
Signing						
Cold Milling, Planing & Rotomilling						
Demolition						
Pavement Markings (Paint)						
Other Construction (List)						
<b>Totals</b>						

Disclosure of this information is **REQUIRED** to accomplish the statutory purpose as outlined in the "Illinois Procurement Code." Failure to comply will result in non-issuance of an "Authorization To Bid." This form has been approved by the State Forms Management Center.

**Part III. Work Subcontracted to Others.**

For each contract described in Part I, list all the work you have subcontracted to others.

	1	2	3	4	Awards Pending
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Total Uncompleted					

I, being duly sworn, do hereby declare that this affidavit is a true and correct statement relating to ALL uncompleted contracts of the undersigned for Federal, State, County, City and private work, including ALL subcontract work, ALL pending low bids not yet awarded or rejected and ALL estimated completion dates.

Subscribed and sworn to before me  
 this \_\_\_\_\_ day of \_\_\_\_\_ Type or Print Name \_\_\_\_\_  
 Officer or Director Title

Signed \_\_\_\_\_

\_\_\_\_\_  
 Notary Public

My commission expires \_\_\_\_\_

(Notary Seal)

Company \_\_\_\_\_

Address \_\_\_\_\_



# Illinois Department of Transportation

Bureau of Design & Environment  
2300 South Dirksen Parkway / Room 326  
Springfield, Illinois 62764

## Request for Authorization to Bid/or Not For Bid Status

Contractor Number \_\_\_\_\_

### TYPE OR USE BLACK INK

**SPECIAL NOTICE**  
**ELECTRONIC PLANS AND PROPOSALS**

Plans and/or proposals may be downloaded from the Department's Web Site located at <http://www.dot.il.gov> at no cost.

Firms wishing to bid directly to the Department **MUST** request Authorization to Bid. Prospective bidders must also submit an Affidavit of Availability. Does not apply to Small Business Set-Asides.

Firms downloading plans and/or proposals that do not wish to bid directly to the Department will not be placed on the Not For Bid list unless they request to be added to the list. Such requests shall be made by submitting a Request for Authorization to Bid/or Not For Bid Status form. (BDE 124INT)

The Department offers plans and proposals in electronic format **ONLY**.

**Part A:** I plan to bid as a prime contractor and hereby request **Authorization to Bid** the following items:

Upon receipt of the required **original** Affidavit of Availability, IDOT will review the request and issue an "**Authorization to Bid**" only on the items listed in Part A. Firms wishing to be listed on the FOR BID list for Small Business Set-Asides may also complete Part A.

Requestor Remarks:

**Part B:** Please list our Company on the Not For Bid List for the following items:

For IDOT Use Only	TO EXPEDITE THIS REQUEST, FOLLOW INSTRUCTIONS ON PAGE TWO.
<input type="checkbox"/> Walk-In Hold for Pickup  <input type="checkbox"/> <b>Posted By:</b>	E-Mail: _____ Requestor Phone No.: _____ Requestor Fax No.: _____ Company: _____ Street Address:(**) _____ <div style="text-align: center; font-size: small;">For United Parcel Delivery</div> _____ <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> <span>City</span> <span>State</span> <span>Zip Code</span> </div> Post Office Box No.:(**) _____ <div style="text-align: center; font-size: small;">Box No. For First Class Delivery</div> _____ <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> <span>City</span> <span>State</span> <span>Zip Code</span> </div>

Requested By \_\_\_\_\_ Dept. Of Human Rights No.(\*) \_\_\_\_\_ Exp. Date \_\_\_\_\_

(\*) To be obtained from Department of Human Rights, Compliance Division  
Public Contracts Unit, 100 W. Randolph, Suite 10-100, Chicago, Illinois 60601  
(\*\*) Complete street address and post office box are required.  
On joint venture request use address of joint venture.

Copies to:

Construction  Plans & Proposal

Department  Customer

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## Instructions

Requests for Authorization to Bid must be accompanied by an original Form BC-57, Affidavit of Availability. Does not apply for Small Business Set-Asides.

Authorization to Bid will not be issued after the time and date specified in paragraph 1 (a) and 1 (b) of the Transportation Bulletin.

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### How to Expedite this Request

1. Using **Black Ink** complete the request form listing all item numbers requested in numerical order.
  2. **E-mail** the completed request form to [D&Econtracts@dot.il.gov](mailto:D&Econtracts@dot.il.gov) or Fax to 217-785-1141.
  3. **Do Not** make any changes on the request form after it has been faxed. Additional items will require a supplemental request.
  4. Mail hard copy of the request form to IDOT. If requesting **Authorization to Bid**, the requestor should also include the required **Affidavit of Availability with an original signature**. The preceding does not apply to Small Business Set-Asides.
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**ABOUT IDOT PROPOSALS:** All proposals issued by IDOT are potential bidding proposals. Each proposal contains all Certifications and Affidavits, a **Proposal Signature Sheet** and a **Proposal Bid Bond** required for Prime Contractors to submit a bid after written **Authorization to Bid** has been issued by IDOT's Central Bureau of Construction. Small Business Set-Asides do not require **Authorization to Bid** or a **Proposal Bid Bond**.

**ADDENDA/REVISIONS:** Those contractors downloading proposals from the internet are responsible for checking the Department's web site (<http://www.dot.il.gov>) for any ADDENDA or REVISIONS that may effect the downloaded proposal. An Addenda/Revision tracking sheet is on the Department's web site and notification may be e-mailed, upon subscribing to Departments' subscription service. Once an Addendum or Revision is confirmed, the updated material may be downloaded from the internet. It is the contractor's responsibility to download the updated Proposal to receive the updated information.

**HOW TO OBTAIN ELECTRONIC PLANS & PROPOSALS?** Download from IDOT's website at <http://www.dot.il.gov>.

**WHO CAN BID?** Bids will be accepted from only those companies that request and receive written **Authorization to Bid** from IDOT. The preceding does not apply to items designated as Small Business Set-Asides.

**WHAT CONSTITUTES WRITTEN AUTHORIZATION TO BID?** When a prospective prime bidder submits this form, he/she must indicate at that time which items are being requested For Bidding purposes. Only those items requested For Bidding will be analyzed. After the request has been analyzed, the bidder will be issued a **Proposal Denial and/or Authorization Form**, approved by the Central Bureau of Construction, that indicates which items have been approved For Bidding. If **Authorization to Bid** cannot be approved, the **Proposal Denial and/or Authorization Form** will indicate the reason for denial. The preceding does not apply to items designated as Small Business Set-Asides.

**ABOUT AUTHORIZATION TO BID:** Firms that have not received an authorization form within a reasonable time of complete and correct original document submittal should contact the department as to status. This is critical in the week before the letting. These documents must be received by three days before the letting date. Firms unsure as to authorization status should call the Prequalification Section of the Bureau of Construction at the number listed at the end of these instructions for items subject to prequalification. For Small Business Set-aside items contact the Contracts Office. The preceding does not apply to items designated as Small Business Set-Asides.

**WHAT MUST BE INCLUDED WHEN BIDS ARE SUBMITTED?** Bidders need not return the entire proposal when bids are submitted. That portion of the proposal that must be returned includes all documents from the Proposal Cover Sheet through the Proposal Bid Bond and other special documentation and/or information that may be required by the contract special provisions. All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed by IDOT personnel.

**ABOUT SUBMITTING BIDS:** It is recommended that bidders deliver bids in person to insure they arrive at the proper location prior to the time specified for the receipt of bids. Any bid received at the place of letting after the time specified will not be accepted.

### WHO SHOULD BE CALLED IF ASSISTANCE IS NEEDED?

Questions Regarding	Call
Prequalification and/or Authorization to Bid	217/782-3413
Preparation and submittal of bids (Contracts Office)	217/782-7806
Electronic plans/proposals	217/782-7806