



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

December 6, 2006

CIRCULAR LETTER 2006-13

CERTIFIED APPRENTICESHIP AND TRAINING PROGRAM

The Bureau of Local Roads and Streets (BLRS) created a new form BLR 12325, Certified Apprenticeship and Training Program. The form will be included in all contract proposals. The form should also be included in all material proposals if applicable. Item 11 has been removed from BLR 12220 and item 7 has been removed from BLR 12240. Hard copies of the new forms are attached and available on the BLRS Forms website, www.dot.il.gov/blr/blrforms.html.

On material proposals, BLR 12325 allows groups of material that do not have labor being performed to be exempted from the apprenticeship and training certification. If BLR 12325 is included in a bid package, the contractor is required to complete the certification statement and return the completed form with the bid unless the contractor is only bidding on exempted groups on a material proposal. If the certification statement is not completed, the contractor's bid should not be read at the bid opening.

Instruction sheet, BLR 12325i, is also attached for your information. Please contact Julita Kuzminaite at julita.kuzminaite@illinois.gov with any questions.

Sincerely,

A handwritten signature in black ink that reads "Charles J. Ingersoll".

Charles J. Ingersoll, P. E.
Engineer of Local Roads and Streets

Attachments



Notice to Bidders

RETURN WITH BID

Route _____
County _____
Local Agency _____
Section _____

Time and Place of Opening of Bids

Sealed proposals for the improvement described below will be received at the office of _____

_____ (address)
until _____ o'clock _____ M., _____ (date) Proposals will be opened and read publicly
at _____ o'clock _____ M., _____ (date) at the office of _____
_____ (address)

Description of Work

Name _____ Length _____ feet (_____ miles)
Location _____
Proposed Improvement _____

Bidders Instructions

1. Plans and proposal forms will be available in the office of _____
2. If prequalification is required , the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in triplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One copy shall be filed with the Awarding Authority and 2 copies with the IDOT District Office.
3. All proposals must be accompanied by a proposal guaranty as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals contained in the "Supplemental Specifications and Recurring Special Provisions".
4. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals contained in the "Supplemental Specifications and Recurring Special Provisions".
5. Bidders need not return the entire contract proposal when bids are submitted unless otherwise required. Portions of the proposal that must be returned include the following:

a. BLR 12210 - Contract Cover	d. BLR 12222 - Contract Schedule of Prices
b. BLR 12220 - Notice to Bidders	e. BLR 12223 - Signatures
c. BLR 12221 - Contract Proposal	f. BLR 12230 - Proposal Bid Bond (if applicable)
	g. BLR 12325 - Certified Apprenticeship and Training Program
6. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.

7. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.
8. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.
9. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.
10. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

By Order of

(Awarding Authority)

County Engineer/County Superintendent of Highways/Municipal Clerk

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.



Notice of Material Letting

- 1. Sealed proposals will be received in the office of the ... until ... o'clock ... M., ... for furnishing materials required in the construction/maintenance of Section ... Date ... County ... Municipality ... Road District ... and at that time publicly opened and read.
2. Proposals shall be submitted on forms furnished by the Local Agency which may be obtained at the office of ... and shall be enclosed in an envelope endorsed "Material Proposal, Section ...".
3. The right is reserved to waive technicalities and to reject any or all proposals.
4. Proposal Guaranty. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Material Proposals, will be required. Bid bonds [] will [] will not be allowed as proposal guaranties.
5. Contract Bond. The successful bidder at the time of execution of the contract [] will [] will not be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. Failure on the part of the contractor to deliver the material within the time specified or to do the work specified herein will be considered just cause to forfeit his surety as provided in Article 108.10 of the Standard Specifications.

By Order of ... (Awarding Authority)

Date ... (County Engineer/Superintendent of Highways/Municipal Clerk)

Material Proposal

To ... (Awarding Authority)

If this bid is accepted within 45 days from date of opening, the undersigned agrees to furnish any or all of the materials, at the quoted unit prices, subject to the following:

- 1. It is understood and agreed that the "Standard Specifications for Road and Bridge Construction" adopted ... and the "Supplemental Specifications and Recurring Special Provisions", adopted, ... prepared by the Department of Transportation, shall govern insofar as they may be applied and insofar as they do not conflict with the special provisions and supplemental specifications attached hereto.
2. It is understood that quantities listed are approximate only and that they may be increased or decreased as may be needed to properly complete the improvement within its present limits or extensions thereto, at the unit price stated and that bids will be compared on the basis of the total price bid for each group.
3. Delivery in total or partial shipments as ordered shall be made within the time specified in the special provisions or by the acceptance at the point and in the manner specified in the "Schedule of Prices". If delivery on the job site is specified, it shall mean any place or places on the road designated by the awarding authority or its authorized representative.
4. The contractor and/or local agency performing the actual material placement operations shall be responsible for providing work zone traffic control, unless otherwise specified in this proposal. Such devices shall meet the requirements of and be installed in accordance with applicable provisions of the "Illinois Manual on Uniform Traffic Control Devices" and any referenced Illinois Highway Standards.
5. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
6. A bid will be declared unacceptable if neither a unit price nor a total price is shown.

Discounts will be allowed for payment as follows: ... % ... calendar days: ... % ... calendar days. Discounts will not be considered in determining the low bidder.

Bidder ... By ... (Signature)
Address ... Title ...



Certified Apprenticeship and Training Program

RETURN WITH BID

Route _____
County _____
Local Agency _____
Section _____

All contractors are required to complete the following certification:

For this contract proposal or for all groups in this material proposal.

For the following groups in this material proposal:

In accordance with the provisions of Section 30-22 (6) of the Illinois Procurement Code, the bidder certifies that it is a participant, either as an individual or as part of a group program, in the approved apprenticeship and training programs applicable to each type of work or craft that the bidder will perform with its own forces. The bidder further certifies for work that will be performed by subcontract that each of its subcontractors submitted for approval either (a) is, at the time of such bid, participating in an approved, applicable apprenticeship and training program; or (b) will, prior to commencement of performance of work pursuant to this contract, begin participation in an approved apprenticeship and training program applicable to the work of the subcontract. The Department, at any time before or after award, may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. Applicable apprenticeship and training programs are those that have been approved and registered with the United States Department of Labor. **The bidder shall list in the space below, the official name of the program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's forces. Types of work or craft work that will be subcontracted shall be included and listed as subcontract work.** The list shall also indicate any type of work or craft job category that does not have an applicable apprenticeship or training program. **The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed.**

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require this certification provision to be included in all approved subcontracts. In order to fulfill this requirement, it shall not be necessary that an applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this contract.

Bidder _____

By _____

(Signature)

Address _____

Title _____

DESCRIPTION

This form should be inserted into contract and material proposals for a contractor to certify that the contractor and all his subcontractors are participants in applicable apprenticeship and training programs approved by and registered with the United State Department of Labor.

This form should not be used in federally funded projects.

COMPANION FORMS

BLR 12210, BLR 12220, BLR 12221, BLR 12222, BLR 12223, and BLR 12230

BLR 12240 and BLR 12241

INSTRUCTIONS

The form will be included in all contract proposals. This form will also be included in material proposals if apprenticeship and training certification is required.

Insert appropriate information into Route, County, Local Agency, and Section fields.

Mark the first check box if the form is submitted with a contract proposal or if apprenticeship and training certification is required for all groups of the material proposal.

Mark the second check box if the form is submitted with a material proposal where only certain group(s) of that material proposal requires apprenticeship and training certification. In the space below, write in the group(s) of the material proposal that requires apprenticeship and training certification.

The space after a first paragraph must be completed by the contractor. If space is left blank, the proposal shall not be read. The bidder will be considered not responsible and therefore, ineligible for award.

SUBMITTAL

The contractor must submit this completed form to the local agency with the contractor's bid proposal.