

LASALLE COUNTY HIGHWAY DEPARTMENT **BIDDING INSTRUCTIONS**

Each proposal contains all required documents for bidding including certifications, affidavits, signature sheet, and a proposal bid bond.

Bids will be accepted only from those companies that request and receive written Authorization to Bid from the LaSalle County Highway Department.

PREQUALIFICATION

Any contractor who desires to become pre-qualified to bid on work advertised by the LaSalle County Highway Department must submit the properly completed pre-qualification forms to the Department no later than 48 hours prior to the letting of interest. This pre-qualification requirement applies to first time contractors, contractors renewing expired ratings, contractors maintaining continuous pre-qualification or contractors requesting revised ratings. To be eligible to bid, existing pre-qualification ratings must be effective through the letting date.

REQUESTS FOR AUTHORIZATION TO BID

Contractors wanting to bid on sections included in a particular letting must submit the properly completed "Request for Authorization to Bid or Not For Bid Status" and supporting documents to the LaSalle County Highway Department no later than 48 hours prior to the letting date and time.

When a prospective prime bidder submits a "Request for Authorization to Bid or Not For Bid Status" he/she must indicate at that time which sections are being requested for bidding purposes. Only those sections requested for bidding will be analyzed. After the request has been analyzed, the bidder will be issued an **Authorization to Bid or Not For Bid**. If the **Authorization to Bid** cannot be approved, the reason for denial will be indicated.

Firms that have not received an **Authorization to Bid or Not For Bid** within a reasonable time of complete and correct document submittal should contact the Department as to the status. Firms unsure as to authorization status should call the Department.

ADDENDA AND REVISIONS

It is the bidder's responsibility to determine which, if any, addenda or revisions pertain to any project they may be bidding. Failure to incorporate all relevant addenda or revisions may cause the bid to be declared unacceptable. Bidders will be notified of Addenda that are generated for projects for which Authorization to Bid has been approved.

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Bid Submittal Guidelines

The following are the standard guidelines for submitting bids at all LaSalle County Highway Department lettings.

Standard Guidelines for Submitting Bids

- Use the Cover Page that is provided in the Bid Proposal as the first page of your submitted bid. This page has the lines provided for your company name and address in the upper right-hand corner.
- Do not use report covers, presentation folders or special bindings. Make sure all elements of your bid are stapled together including the Bid Bond (or Bid Check if applicable).
- Do not rely on overnight services to deliver your proposal on letting day. It will not be accepted if it is delivered after the advertised letting time.
- Do not include any Certificates of Eligibility, your Authorization to Bid, or Affidavit of Availability.
- Do not include the Subcontractor Documentation with your bid. This documentation is submitted only if you are awarded the contract.

Bid Submittal Checklist
Contract Sections

Use the following checklist to assure completeness and correct order in assembling your bid

- BLR 12200 – Proposal / Contract Cover
- BLR 12200 – Notice to Bidders
- BLR 12200 – Proposal
- BLR 12200a – Schedule of Prices
- BLR 12200 – Contractor Certifications
- BLR 12200 – Signatures
- BLR 12230 – Proposal Bid Bond (or Bid Check if applicable)
- BLR 12325 – Apprenticeship or Training Program Certification
- BLR 12326 – Affidavit of Illinois Business Office
- BC 261 – Substance Abuse Prevention Program Certification

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Bid Submittal Checklist
Material Sections

Use the following checklist to assure completeness and correct order in assembling your bid

- BLR 12240 – Material Proposal or Deliver and Install Proposal Cover
- BLR 12240 – Notice to Bidders
- BLR 12200 – Contractor Certifications
- BLR 12241 – Material Proposal Schedule of Prices
- BLR 12230 – Proposal Bid Bond (or Bid Check if applicable)
- BLR 12325 – Apprenticeship or Training Program Certification
- BLR 12326 – Affidavit of Illinois Business Office
- BC 261 – Substance Abuse Prevention Program Certification

Bid Submittal Checklist
Material Quotation Sections (F.O.B. Pit)

Use the following checklist to assure completeness and correct order in assembling your bid

- BLR 12210 – Proposal / Contract Cover
- BLR 12250 – Request for Quotation