

IDOT Contractor Number: _____

TYPE OR USE BLACK INK

Part A:

Companies that wish to bid on Lake County Division of Transportation (LCDOT) projects, as the prime contractor, **must** submit a **Request for Authorization to Bid** to LCDOT, filling in Part A. LCDOT will send an **Authorization to Bid** letter to the company within 1 working day.

We request **Authorization to Bid** on the following projects.

Please list our Company on the **For Bid List** for the following projects (check all that apply):

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> 14-00089-07-TL | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> 15-00999-19-BT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> 16-00000-14-GM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

LCDOT will review the request and issue an **Authorization to Bid** only on the projects checked in Part A.

Part B:

Companies downloading plans and/or specifications that wish to be placed on the **Not for Bid List**, **must** submit a **Request for Authorization to Bid** to LCDOT, filling in Part B.

Please list our Company on the **Not For Bid List** for the following projects (check all that apply):

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> 14-00089-07-TL | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> 15-00999-19-BT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> 16-00000-14-GM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Part C:

Company: _____

Contact Person: _____

Street Address: (*) _____
For United Parcel Delivery

City State Zip Code

Post Office Box No.: (*) _____
Box No. For First Class Delivery

City State Zip Code

E-mail: _____

Phone Number: _____ **Fax Number:** _____

E-mail to: LCDOTBIDINFO@lakecountyil.gov **or Fax to:** LCDOT at (847) 984-5855, Attn: LCDOT Bid Info

(*) A complete street address and post office box are required. On a joint venture requests use the address of the joint venture.

How to Process this Form

1. Using a computer or **Black Ink**, complete the LCDOT Request for Authorization to Bid form (page 1).
2. To be placed on the **For Bid List** and request **Authorization to Bid** on specific LCDOT projects, check all of the section numbers [(XX-XXXXX-XX-XX)] in Part A, that apply.
3. To be placed on the **Not For Bid List**, check all of the section numbers [(XX-XXXXX-XX-XX)] in Part B, that apply.
4. Fill in all of your Company information at the bottom of the page.
5. Scan (for e-mail submittal) or copy (for fax submittal) your current IDOT prequalification certificate. Certificate not required for materials lettings.
6. **E-mail** the completed Request for Authorization to Bid form (page 1) and scan of your IDOT prequalification certificate to LCDOTBIDINFO@lakecountyil.gov or Fax the completed Request for Authorization to Bid form (page 1) and copy of your IDOT prequalification certificate to the Lake County Division of Transportation at (847) 984-5855, attention LCDOT Bid Info.
7. Requests for **Authorization to Bid** will not be processed after 12:00 p.m. (noon), the calendar day preceding the published letting date as shown on page 1 and as specified on form BLR 12220, Notice to Bidders, in the various project specifications.

Companies that have not received an **Authorization to Bid** letter within 1 working day of submitting their request (or by **3:00 pm** the calendar day prior to the letting date) should contact LCDOT at (847) 377-7400 to check on their status.

Electronic Plans and Specifications

The Lake County Division of Transportation offers plans and specifications in electronic format **ONLY**.

HOW TO OBTAIN ELECTRONIC PLANS & SPECIFICATIONS: Download project plans and/or specifications from the Lake County Division of Transportation website at <http://lakecountyil.gov/Transportation/Business/Pages/BidsRoadwork.aspx>. A CD-ROM containing plans and specifications for all of the projects on a letting may be purchased from LCDOT at a cost of \$20.00 per letting set. Contact LCDOT at (847) 377-7400 to request a CD-ROM.

ADDENDA: Companies downloading plans and/or specifications from the internet are responsible for checking the Lake County Division of Transportation web <http://lakecountyil.gov/Transportation/Business/Pages/BidsRoadwork.aspx> for any project Addenda. Companies providing an e-mail address will be alerted to addenda when they are published. **It is each Company's responsibility to download any addenda and incorporate them into their bid proposal(s).**

WHO CAN BID ON LCDOT PROJECTS: Only Companies that request and receive an **Authorization to Bid** letter from LCDOT, will be allowed to bid on LCDOT projects.

WHAT IS AUTHORIZATION TO BID: A Company that wishes to bid on a LCDOT project, as the prime contractor, **must** submit a **Request for Authorization to Bid** form, filling in Part A to select which project(s) they wish to bid on, to LCDOT along with a copy of their IDOT prequalification certificate. Certificate not required for Materials Lettings. LCDOT will review the request and issue an **Authorization to Bid** letter indicating which projects the Company is authorized to bid on. If a Company is not authorized to bid on a project the **Authorization to Bid** letter will indicate the reason for denial.

WHAT MUST BE INCLUDED IN THE BID PROPOSAL: Companies do not need to return the entire bid package when submitting a bid proposal. Only the following documents need to be included in the project proposal:

- Proposal Cover Sheet (BLR 12200)
- Notice to Bidders (BLR 12200)
- Proposal (BLR 12200)
- Schedule of Prices (BLR 12200a)
- Contractor Certifications (BLR 12200)
- Signatures Page (BLR 12200)
- Affidavit of Availability (BC 57)
- Substance Abuse Prevention Program Certification (BC 261)
- Local Agency Proposal Bid Bond (BLR 12230)
- Certified Apprenticeship and Training Program (BLR 12325) [If included in the bid package]
- Affidavit of Illinois Business Office (BLR 12326) [If included in the bid package]
- Completed CBID

All proposal documents, including the Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss.

LCDOT does not accept electronic bids – Signed and sealed paper copy proposals **must** be submitted.

LCDOT recommends that Companies deliver their proposals in person to insure they arrive at 600 W. Winchester Road, Libertyville, Illinois 60048, prior to 10:00 am on the letting date. Any bid(s) received after 10:00 am will not be accepted.

For Assistance Contact LCDOT at (847) 377-7400