LakeCounty
Division of Transportation
600 West Winchester Road
Libertyville, Illinois 60048

Request for Authorization to Bid
LCDOT Letting Date: 6/21/2016

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):

☐ 16-00999-23-TL	☐	☐	☐
☐ 16-11117-00-GM	☐	☐	☐
☐	☐	☐	☐

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):

☐ 16-00999-23-TL	☐	☐	☐
☐ 16-11117-00-GM	☐	☐	☐
☐	☐	☐	☐

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 pg. 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://www.lakecountyil.gov/648/Bids---Roadwork . 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 website at http://www.lakecountyil.gov/648/Bids---Roadwork 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. A Certificate is 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)
- Proposal (BLR 12200)
- Contractor Certifications (BLR 12200)
- Affidavit of Availability (BC 57)
- Local Agency Proposal Bid Bond (BLR 12230)
- Affidavit of Illinois Business Office (BLR 12326) *
- Notice to Bidders (BLR 12200)
- Schedule of Prices (BLR 12200a)
- Signatures Page (BLR 12200)
- Substance Abuse Prevention Program Certification (BC 261)
- Certified Apprenticeship and Training Program (BLR 12325) *
- Completed CBID

*If included in the bid package

For Material Lettings the above forms don't apply – usually the entire contract specification document is required to be submitted.

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