



# McHenry County

## Division of Transportation

16111 Nelson Road  
Woodstock, IL 60098

Request for Authorization to Bid

IDOT Contractor Number: \_\_\_\_\_

Letting Date: \_\_\_\_\_

TYPE OR USE BLACK INK

### SPECIAL NOTICE

Companies wishing to bid **MUST** request Authorization to Bid.

**TO EXPEDITE THIS REQUEST, PLEASE PRINT LEGIBLY AND FOLLOW THE INSTRUCTIONS ON PAGE TWO.**

### Part A:

Companies that wish to bid on McHenry County Division of Transportation (MCDOT) projects, as the prime contractor, **must** submit a **Request for Authorization to Bid** form to MCDOT, filling in Part A. MCDOT will email an **Authorization to Bid** letter to the company within three (3) working days.

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"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

MCDOT will review the request and issue an **Authorization to Bid** only on the projects checked and listed 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** form to MCDOT, filling in Part B.

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

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

### Part C:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company 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 No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

(\*) Complete street address and post office box information are required.

E-mail to: [MCDOTBidDocs@co.mchenry.il.us](mailto:MCDOTBidDocs@co.mchenry.il.us) or Fax to: MCDOT at (815) 334-4989, Attn: MCDOT Bid Docs

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## Instructions

1. Using a computer or **Black Ink (PLEASE PRINT)** complete the MCDOT Request for Authorization to Bid form (Page 1).
2. To be placed on the **For Bid List** and request **Authorization to Bid** on specific MCDOT projects, check and include the section number(s) (☒ XX-XXXXX-XX-XX) in Part A, that apply.
3. To be placed on the **Not For Bid List**, check and include the section number(s) (☒ XX-XXXXX-XX-XX) in Part B, that apply.
4. Fill in all information in Part C.
5. **E-mail** the completed Request for Authorization to Bid form (Page 1) along with a copy of your current IDOT prequalification **Certificate of Eligibility** and **Affidavit of Availability** to [MCDOTBidDocs@co.mchenry.il.us](mailto:MCDOTBidDocs@co.mchenry.il.us) or Fax the completed Request for Authorization to Bid form (Page 1) along with a copy of your current IDOT prequalification **Certificate of Eligibility** and **Affidavit of Availability** to MCDOT at (815) 334-4989, attention MCDOT Bid Docs. Certificate not required for materials letting.
6. Requests for **Authorization to Bid** will not be processed after 4:00 p.m., three (3) calendar days preceding the published letting date as specified on form BLR 12200, Notice to Bidders, in the various project specifications.

Companies that have not received an Authorization to Bid letter within three (3) working days of submitting their request should contact MCDOT at (815) 334-4960 to check on their status.

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## ELECTRONIC PLANS & SPECIFICATIONS

**HOW TO OBTAIN ELECTRONIC PLANS & SPECIFICATIONS?:** Project plans and/or specifications may be downloaded from MCDOT's website at <http://www.co.mchenry.il.us/county-government/departments-j-z/transportation/doing-business/bid-documents>. A CD containing the plans and specifications for the project(s) may be purchased from MCDOT at a cost of \$20. Contact MCDOT at (815) 334-4960 to request a CD. Hard copies of the plans and/or specifications will be available by request for a fee. **Three (3) days advance notice is required for both requests.**

**ADDENDA:** Companies downloading plans and/or specifications from the internet are responsible for checking the McHenry County Division of Transportation web site (<http://www.co.mchenry.il.us/county-government/departments-j-z/transportation/doing-business/bid-documents>) for any project ADDENDA. Companies that sign up for the electronic notification will be alerted to addenda when they are published. **It is each Company's responsibility to download any addenda and include them with their proposal(s).**

**WHO CAN BID?:** Bids will be accepted from only those companies that request and receive written **Authorization to Bid** letter from MCDOT.

**WHAT IS AUTHORIZATION TO BID?:** A Company that wishes to bid on a MCDOT project, as the prime contractor, **must** submit a **Request for Authorization to Bid** form, filling in Part A and select which project(s) they wish to bid on, to MCDOT along with a copy of their IDOT prequalification **Certificate of Eligibility** and **Affidavit of Availability**. Certificate not required for Materials Lettings. MCDOT 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. The following documents must be included in the bid proposal:

### **FOR CONTRACT PROPOSAL:**

- Local Public Agency Formal Contract Proposal (BLR 12200)
- Schedule of Prices (BLR 12200a) (**Note: Written bid will not be accepted and will be subject to rejection of bid.**)
- Local Agency Proposal Bid Bond (BLR 12230)
- Apprenticeship or Training Program Certification (BLR 12325) [If included in the bid package]
- Affidavit of Illinois Business Office (BLR 12326)
- Affidavit of Availability (BC 57)

### **FOR MATERIAL PROPOSAL:**

- Local Public Agency Material Proposal or Deliver & Install Proposal (BLR 12240)
- Material Proposal Schedule of Prices (BLR 12241)

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

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

MCDOT recommends that Companies deliver their proposals in person to insure they arrive at 16111 Nelson Road, Woodstock, Illinois 60098, prior to the time specified on form BLR 12200, under Notice to Bidders. **Any bid(s) received after the time specified on form BLR 12200 will not be accepted.**

<b>For Assistance Contact MCDOT at 815-334-4960</b>
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