

# HIGHWAY DEPARTMENT BID LETTING INSTRUCTIONS

## REQUIREMENTS

- ALL BIDDERS MUST FILL OUT THE AUTHORIZATION FORM TO BE AUTHORIZED TO BID
- The AUTHORIZATION FORM must be emailed to [ebarrett@piattcounty.org](mailto:ebarrett@piattcounty.org)
- A current copy of your IDOT CERTIFICATE OF ELIGIBILITY is also required unless you are a material supplier

Failure to submit the completed Authorization to Bid Form prior to **3:00 PM FRIDAY MARCH 28, 2025** will result in the bid not being accepted.

Contractors and Material Suppliers may verify we have received their AUTHORIZATION FORM by checking the Plan Holders List

If an email address is provided, a Notice of Addenda will be sent when updates become available.



# Authorization to Bid Form

## Piatt County Highway Department

1115 N State Street, Suite 150, Monticello, Illinois, 61856

Phone: (217) 762-9481

Department Hours 7:00AM-12:00PM & 1:00PM-3:00PM

Monday thru Friday (Excluding Holidays)

Addenda will be published to our Bid Letting page in the same manner as the plans and specifications. It is the sole responsibility of the plan holder to periodically check the website for plan addenda.

**ANYONE PLANNING TO PLACE A BID MUST FILL OUT THIS FORM TO BE AUTHORIZED TO BID.**

- This form must be completed and either faxed to (217) 762-2470 or emailed to [ebarrett@piattcounty.org](mailto:ebarrett@piattcounty.org).
- Failure to submit this completed form will result in the bid not being accepted.
- Suppliers may verify we have received their Authorization to Bid from by checking the Plan Holder List.
- If an email address is provided a Notice of Addenda will be sent when updates are available.
- The Plan Holder List will be updated on Fridays prior to the letting.

| Authorization to Bid Form |  |
|---------------------------|--|
| Company Name:             |  |
| Address:                  |  |
| City:                     |  |
| State:                    |  |
| Zip Code:                 |  |
| Phone:                    |  |
| Fax:                      |  |
| Email:                    |  |
| Bid Letting Date:         |  |
|                           |  |

Projects Intending to Bid:

| Section Number: | Description: |
|-----------------|--------------|
|                 |              |
|                 |              |
|                 |              |
|                 |              |
|                 |              |
|                 |              |

|               |
|---------------|
| Completed by: |
|---------------|

|       |
|-------|
| Date: |
|-------|



Local Public Agency Material Proposal or Deliver & Install Proposal

**Proposal Submitted By:**  
 Contractor's Name  
  
 Contractor's Address  
 City  State  Zip Code

STATE OF ILLINOIS  
 Local Public Agency  County  Section Number   
 Cerro Gordo Road District  Piatt  25-03NONMFT   
 Street Name/Road Name  Type of Funds   
 Various Township Roads  Local Non MFT

Material proposal  Deliver and Install Proposal  Plans

**For a County and Road District Project**  
 Submitted/Approved  
 Highway Commissioner Signature & Date  
 01/08/2025  
 Submitted/Approved  
 County Engineer/Superintendent of Highways Signature & Date

**For a Municipal Project**  
 Submitted/Approved/Passed  
 Signature & Date  
  
 Official Title

**Department of Transportation**  
 Released for bid based on limited review  
 Regional Engineer Signature & Date

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

|  |                 |                               |
|--|-----------------|-------------------------------|
| Local Public Agency<br>Cerro Gordo Road District | County<br>Piatt | Section Number<br>25-03NONMFT |
|--|-----------------|-------------------------------|

**NOTICE TO BIDDERS**

Sealed proposals for the project described below will be received at the office of the Piatt County Engineer  
 Name of Office  
1115 North State Street Suite 150, Monticello IL 61856 until 11:00 AM on 03/31/25  
 Address Time Date

1. Plans and proposal forms will be available in the office of  
the Piatt County Engineer and at <https://highway.piattcounty.org/bidmain>

2.  Prequalification  
 If checked, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57) in duplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and one original with the IDOT District Office.
3. 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 Material/Deliver and Install Proposals.
4. A proposal guaranty in the proper amount, as specified in the BLRS Special Provision for Bidding Requirements and Conditions for Material/Deliver and Install Proposals, will be required. See the attached Special Provisions for specific instructions for proposal guaranty for this proposal packet.
5. The successful bidder at the time of execution of the contract will be required to deposit a contract bond or proposal guaranty as provided for in the special provisions. 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.
6. Proposals shall be submitted on forms furnished by the Awarding Authority and shall be enclosed in an envelope endorsed "Material Proposal, Section 25-03NONMFT".

|  |  |              |
|--|--|--------------|
| By Order of<br>Awarding Authority<br>Cerro Gordo Road District | County Engineer/Superintendent of Highways/<br>Municipal Clerk<br><br> | Date<br><br> |
|--|--|--------------|

**Material Proposal or Deliver & Install Proposal**

To  
 Awarding Authority  
Cerro Gordo Road District

|  |                     |             |                   |
|--|---------------------|-------------|-------------------|
| Awarding Authority Address<br>PO Box 735 | City<br>Cerro Gordo | State<br>IL | Zip Code<br>61818 |
|--|---------------------|-------------|-------------------|

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

- It is understood and agreed that the "Standard Specifications for Road and Bridge Construction", adopted 01/01/22 and the "Supplemental Specifications and Recurring Special Provisions", adopted 01/01/25, prepared by the Department of Transportation, shall govern insofar as they may be applied and insofar as they do not conflict with the special provision and supplemental specifications attached hereto.
- It is understood that quantities listed are approximate only and that they may be increased or decrease as may be needed to properly complete the improvement within its present limits or extensions thereto, at the unit prices stated and that bids will be compared on the basis of total price bid for each group.
- 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 paces on the road designed by the awarding authority or its authorized representative.
- The contractor and/or local public 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.

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- 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. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
- 6. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. The proposal guaranty as specified in the special provisions is attached.

If a bid bond is allowed or required, Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to: \_\_\_\_\_ Treasurer of Piatt County .

The amount of the check is \_\_\_\_\_ ( \_\_\_\_\_ ).

**Attach Cashier's Check or Certified Check Here**

In the event that one proposal guaranty check is intended to cover two or more bid proposals, the amount must be equal to the sum of the proposal guaranties which would be required for each individual bid proposal. If the proposal guaranty check is place in another bid proposal, state below where it may be found.

The proposal guaranty check will be found in the bid proposal for: Section Number \_\_\_\_\_ ).

Discounts will be allowed for payment as follows: \_\_\_\_\_ calendar days \_\_\_\_\_ calendar days

Discounts will not be considered in determining the low bidder

Bidder

By

Title

Address

City

State

Zip Code



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The following Special Provision supplement the "Standard Specifications for Road and Bridge Construction", adopted

January 1, 2022, the latest edition of the "Manual on Uniform Traffic Control Devices for Streets and Highways", and the "Manual of Test Procedures of Materials" in effect on the date of invitation of bids, and the Supplemental Specification and Recurring Special Provisions indicated on the Check Sheet included here in which apply to and govern the construction of the above named section, and in case of conflict with any parts, or parts of said Specifications, the said Special Provisions shall take precedence and shall govern.

**PREVAILING WAGE RATES:**

This contract calls for the delivery and installation of a public work, with the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor (IDOL) website at: <https://www2.illinois.gov/idol/Pages/default.aspx>. The Illinois Department of Labor revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates.



## Check Sheet for Recurring Special Provisions

|                           |        |                |
|---------------------------|--------|----------------|
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Check this box for lettings prior to 01/01/2025

The Following Recurring Special Provisions Indicated By An "X" Are Applicable To This Contract And Are Included By Reference:

Recurring Special Provisions

| <u>Check Sheet #</u> |   | <u>Page No.</u> |
|----------------------|---|-----------------|
| 1                    | <input type="checkbox"/> Additional State Requirements for Federal-Aid Construction Contracts | 79              |
| 2                    | <input type="checkbox"/> Subletting of Contracts (Federal-Aid Contracts)                      | 82              |
| 3                    | <input type="checkbox"/> EEO  | 83              |
| 4                    | <input type="checkbox"/> Specific EEO Responsibilities Non Federal-Aid Contracts              | 93              |
| 5                    | <input type="checkbox"/> Required Provisions - State Contracts                                | 98              |
| 6                    | <input type="checkbox"/> Asbestos Bearing Pad Removal   | 104             |
| 7                    | <input type="checkbox"/> Asbestos Waterproofing Membrane and Asbestos HMA Surface Removal     | 105             |
| 8                    | <input type="checkbox"/> Temporary Stream Crossings and In-Stream Work Pads                   | 106             |
| 9                    | <input type="checkbox"/> Construction Layout Stakes   | 107             |
| 10                   | <input type="checkbox"/> Use of Geotextile Fabric for Railroad Crossing                       | 110             |
| 11                   | <input type="checkbox"/> Subsealing of Concrete Pavements                                     | 112             |
| 12                   | <input type="checkbox"/> Hot-Mix Asphalt Surface Correction                                   | 116             |
| 13                   | <input type="checkbox"/> Pavement and Shoulder Resurfacing                                    | 118             |
| 14                   | <input type="checkbox"/> Patching with Hot-Mix Asphalt Overlay Removal                        | 119             |
| 15                   | <input type="checkbox"/> Polymer Concrete   | 121             |
| 16                   | <input type="checkbox"/> Reserved   | 123             |
| 17                   | <input type="checkbox"/> Bicycle Racks  | 124             |
| 18                   | <input type="checkbox"/> Temporary Portable Bridge Traffic Signals                            | 126             |
| 19                   | <input type="checkbox"/> Nighttime Inspection of Roadway Lighting                             | 128             |
| 20                   | <input type="checkbox"/> English Substitution of Metric Bolts                                 | 129             |
| 21                   | <input type="checkbox"/> Calcium Chloride Accelerator for Portland Cement Concrete            | 130             |
| 22                   | <input type="checkbox"/> Quality Control of Concrete Mixtures at the Plant                    | 131             |
| 23                   | <input type="checkbox"/> Quality Control/Quality Assurance of Concrete Mixtures               | 139             |
| 24                   | <input type="checkbox"/> Reserved   | 155             |
| 25                   | <input type="checkbox"/> Reserved   | 156             |
| 26                   | <input type="checkbox"/> Temporary Raised Pavement Markers                                    | 157             |
| 27                   | <input type="checkbox"/> Restoring Bridge Approach Pavements Using High-Density Foam          | 158             |
| 28                   | <input type="checkbox"/> Portland Cement Concrete Inlay or Overlay                            | 161             |
| 29                   | <input type="checkbox"/> Portland Cement Concrete Partial Depth Hot-Mix Asphalt Patching      | 165             |
| 30                   | <input type="checkbox"/> Longitudinal Joint and Crack Patching                                | 168             |
| 31                   | <input type="checkbox"/> Concrete Mix Design - Department Provided                            | 170             |
| 32                   | <input type="checkbox"/> Station Numbers in Pavements or Overlays                             | 171             |

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The Following Local Roads And Streets Recurring Special Provisions Indicated By An "X" Are Applicable To This Contract And Are Included By Reference:

Local Roads And Streets Recurring Special Provisions

| <u>Check Sheet #</u> |  | <u>Page No.</u> |
|----------------------|--|-----------------|
| LRS 1                | <b>Reserved</b>  | 173             |
| LRS 2                | <input type="checkbox"/> Furnished Excavation  | 174             |
| LRS 3                | <input type="checkbox"/> Work Zone Traffic Control Surveillance                                | 175             |
| LRS 4                | <input type="checkbox"/> Flaggers in Work Zones  | 176             |
| LRS 5                | <input checked="" type="checkbox"/> Contract Claims  | 177             |
| LRS 6                | <input type="checkbox"/> Bidding Requirements and Conditions for Contract Proposals            | 178             |
| LRS 7                | <input checked="" type="checkbox"/> Bidding Requirements and Conditions for Material Proposals | 184             |
| LRS 8                | <b>Reserved</b>  | 190             |
| LRS 9                | <input type="checkbox"/> Bituminous Surface Treatments   | 191             |
| LRS 10               | <b>Reserved</b>  | 195             |
| LRS 11               | <input checked="" type="checkbox"/> Employment Practices                                       | 196             |
| LRS 12               | <input type="checkbox"/> Wages of Employees on Public Works                                    | 198             |
| LRS 13               | <input checked="" type="checkbox"/> Selection of Labor   | 200             |
| LRS 14               | <input type="checkbox"/> Paving Brick and Concrete Paver Pavements and Sidewalks               | 201             |
| LRS 15               | <input checked="" type="checkbox"/> Partial Payments   | 204             |
| LRS 16               | <input checked="" type="checkbox"/> Protests on Local Lettings                                 | 205             |
| LRS 17               | <input checked="" type="checkbox"/> Substance Abuse Prevention Program                         | 206             |
| LRS 18               | <input type="checkbox"/> Multigrade Cold Mix Asphalt   | 207             |
| LRS 19               | <input type="checkbox"/> Reflective Crack Control Treatment                                    | 208             |



