

# 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:
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Date:
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**Proposal Submitted By:**

Contractor's Name

Contractor's Address

City

State

Zip Code

STATE OF ILLINOIS

Local Public Agency

County

Section Number

Street Name/Road Name

Type of Funds

Material proposal  Deliver and Install Proposal  Plans

**For a County and Road District Project**

Submitted/Approved

Highway Commissioner Signature & Date

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.

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**NOTICE TO BIDDERS**

Sealed proposals for the project described below will be received at the office of the Piatt County Engineer

1115 North State Street Suite 150, Monticello IL 61856

Address

Name of Office  
until 11:00 AM on 03/31/25  
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 25-05NONMFT02".

By Order of

Awarding Authority

Monticello Road District

County Engineer/Superintendent of Highways/  
Municipal Clerk

Date

**Material Proposal or Deliver & Install Proposal**

To

Awarding Authority

Monticello Road District

Awarding Authority Address

PO Box 557

City

Monticello

State

IL

Zip Code

61856

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



# Apprenticeship and Training Program Certification

Local Public Agency	County	Street Name/Road Name	Section Number
Monticello Road District	Piatt	Various Township Roads	25-05NONMFT02

**All contractors are required to complete the following certification**

- For this contract proposal or for all bidding groups in this deliver and install proposal.
- For the following deliver and install bidding groups in this material proposal.

Group 1

Illinois Department of Transportation policy, adopted in accordance with the provisions of the Illinois Highway Code, requires this contract to be awarded to the lowest responsive and responsible bidder. The award decision is subject to approval by the Department. In addition to all other responsibility factors, this contract or deliver and install proposal requires all bidders and all bidder's subcontractors to disclose participation in apprenticeship or training programs that are (1) approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training, and (2) applicable to the work of the above indicated proposals or groups. Therefore, all bidders are required to complete the following certification:

1. Except as provided in paragraph 4 below, the undersigned bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the bidder will perform with its own employees.
2. The undersigned bidder further certifies, for work to be performed by subcontract, that each of its subcontractors either (A) is, at the time of such bid, participating in an approved, applicable apprenticeship or training program; or (B) will, prior to commencement of performance of work pursuant to this contract, establish participation in an approved apprenticeship or training program applicable to the work of the subcontract.
3. The undersigned bidder, by inclusion in the list in the space below, certifies the official name of each program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

4. Except for any work identified above, if any bidder or subcontractor shall perform all or part of the work of the contract or deliver and install proposal solely by individual owners, partners or members and not by employees to whom the payment of prevailing rates of wages would be required, check the following box, and identify the owner/operator workforces and positions of ownership.

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require this certification provision to be included in all approved subcontracts. The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. The Department at any time before or afterward may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. In order to fulfill the participation requirement, it shall not be necessary that any applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this contract or deliver and install proposal.

Bidder	Signature & Date		
<input type="text"/>	<input type="text"/>		
Title			
<input type="text"/>			
Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



**Affidavit of Illinois Business Office**

Local Public Agency	County	Street Name/Road Name	Section Number
Monticello Road District	Piatt	Various Township Roads	25-05NONMFT02

I, \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_,  
Name of Affiant City of Affiant State of Affiant

being first duly sworn upon oath, state as follows:

1. That I am the \_\_\_\_\_ of \_\_\_\_\_.  
Officer or Position Bidder
2. That I have personal knowledge of the facts herein stated.
3. That, if selected under the proposal described above, \_\_\_\_\_, will maintain a business office in the  
Bidder  
 State of Illinois, which will be located in \_\_\_\_\_ County, Illinois.  
County
4. That this business office will serve as the primary place of employment for any persons employed in the construction contemplated by this proposal.
5. That this Affidavit is given as a requirement of state law as provided in Section 30-22(8) of the Illinois Procurement Code.

Signature & Date

Print Name of Affiant

**Notary Public**

State of IL

County \_\_\_\_\_

Signed (or subscribed or attested) before me on \_\_\_\_\_ by  
(date)

\_\_\_\_\_, authorized agent(s) of  
(name/s of person/s)

\_\_\_\_\_  
Bidder

Notary Public Signature & Date

My commission expires \_\_\_\_\_

(SEAL)



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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.

**CM 300 AGGREGATE MIXTURE MIXING (SPECIAL):**  
This work shall include supplying the CM 300 in the quantities specified. This work shall also consist of furnishing a portable pug mill with operator and an adequate number of wheeled end loaders with operators to adequately produce and stockpile a bituminous aggregate mixture to the satisfaction of the Highway Commissioner. The portable pug mill must be capable of mixing a minimum of 300 tons of aggregate and 3000 gallons of CM-300 per hour. The pug mill must have two hoppers so that two different aggregate gradations may be blended for the mix. All aggregate will be supplied by Monticello Road District. All pugging activities shall take place at the Monticello Road District East Yard. Monticello Road District will provide one wheeled end loader and operator to assist the contractor with loading aggregate into the pug mill. All items necessary for this work shall be paid for at the contract unit price per gallon of CM-300 used.

**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



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**Material Proposal Schedule of Prices**

Group No.	Item(s)	Delivery	Unit	Quantity	Unit Price	Total
1	CM 300 Aggregate Mixture	Job Site	Gallon	6,000		
	Mixing (Special)					
2	MC 30	Furnish to Job	Gallon	4,800		
		Site				

The undersigned firm certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm. The undersigned firm further certifies that it is not barred from contracting with any unit of State or local government as a result of a violation of State laws prohibiting bid-rigging or bid rotating.

Bidder Signature & Date

Address

City

State

Zip Code