

SMALL BUSINESS INITIATIVES

- Limited to Illinois businesses with less than \$10,000,000 in yearly gross receipts.
- Limited to designated projects as “small business initiatives” (set-asides) on bulletin.
- No prequalification is required.

Procedure:

1. Determine which projects in the bulletin you wish to bid on.
2. Obtain copy of plans and proposals via internet, at any of the department’s Resource Centers or by calling (217) 782-7806.

Completion of Bid Document:

Fill in information as follows:

Page 2 – Complete “Proposal” (listing of company name)

Page 3 – No Bid-Bond required (Do not complete or sign #5, Page 3 “Proposal guaranty”)

Page 4 – Do not complete “Combination Bids”, item 6, page 4. Complete “Schedule of Prices”

Pages 5-10 – Read pages 5 through 10 and complete paragraphs J and K on page 10.

Page 11 – Read paragraph M. and check the appropriate statement.

Pages 11A–11H – Complete pages 11A-11H (Qualification and Equipment Inventory Certification Form).

Page 11G – Read page 11G and sign the certification statement.

Page 12 – Complete yes/no disclosures.

Pages 14-17 – Complete Form A.

Page 18 – Complete Form B.

Pages 20-21 – Read and complete 20 and 21.

Page 22 – Proposal signature sheet –
Complete proposal signature sheet but do not complete “Proposal Bid Bond.”

Final Sheet – Complete proposal envelope cover sheet (the page following the Proposal Bid Bond) and affix to envelope.

Bids must be returned before 10:00 A.M.(prevailing local time) to the Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764 (or as otherwise indicated in paragraph one, of the Invitation for Bids in the Notice of Letting Bulletin.)

Bid box will be promptly closed at 10:00 A.M.

If you are a successful low bidder:

1. When all clearances are received, the contract will be awarded to the lowest responsible, responsive bidder. The awarded contract and contract bond will be sent by UPS to the low bidder.
2. Sign the contract and return it with the required Performance Bond (in the amount of the contract) and proof of the required insurance coverage.
3. The Illinois Department of Transportation will execute the contract.
4. Work may begin upon notification from the district engineer or staff.