

## INSTRUCTIONS FOR BID

-Anyone may download plans and/or specifications for projects by visiting the appropriate bid date on our Bid Proposal page.

-Addenda will be published in the same manner as the plans and specification. It is the sole responsibility of the plan holders to periodically check the website for the plan addenda.

-ALL BIDDERS MUST FILL OUT THE AUTHORIZATION FORM ON THE LETTING PAGE TO BE AUTHORIZED TO BID.

-The authorization form found on the appropriate date on our Bid Proposal page must be faxed to 815-857-4141 or emailed to [busmang-lee@comcast.net](mailto:busmang-lee@comcast.net)

-A current copy of your IDOT Certificate of Eligibility, as specified is also required unless you are a materials supplier or it is a non-roadway related project.

-Failure to submit the completed forms prior to the bid opening may result in the bid not being accepted.

-Contractors may verify we have received their Authorization to Bid form by checking the "Plan Holder List".

-The "Plan Holder List" will be updated on Tuesday and Friday prior to a Monday meeting.

-If an email address is provided a Notice fo Addenda will be sent when updates are available.