

“LETTING YOU KNOW”

The Illinois Department of Transportation is interested in maintaining close communications with industry. This newsletter highlights subjects which we believe will be of interest to you.

No. 113

June 2009

REMINDER
REMINDER
REMINDER

**AFFIDAVIT OF
AVAILABILITY**

When submitting the Affidavit of Availability ([BC-57](#)), please ensure that you provide the following information:

- A signed, complete and correctly calculated, notarized original **must** be submitted before the department can make a determination of eligibility to bid. We do not evaluate any affidavit that is received via fax or e-mail.
- The letting date is required on the Affidavit of Availability in order to process it.
- Include **all** uncompleted work and awards pending, with the breakdown in Part II.
- Ensure that Parts I, II and III are completed with an accumulated total.

The current version of this form is available on our website. To assist us in providing the most expedient service to you, we are requesting your assistance by ensuring that we have complete and accurate information that will allow us to process your requests with little or no delay.

Any Affidavit of Availability that is not correct and accurate will be returned. This will delay approval of your Request for Authorization to Bid.

If you have any questions, please contact the Prequalification Section at (217) 782-3413 regarding the Affidavit of Availability ([BC 57](#)).

**PAINTING
CONTRACTOR
CERTIFICATION**

Beginning with the November 6, 2009 letting, IDOT will be requiring all new steel bridge painting and all non-lead abatement bridge painting work be performed by SSPC QP1 certified firms. All lead abatement bridge painting work shall be performed by SSPC QP1 & QP2 certified firms.



Illinois Department of Transportation

**PROJECT PROCEDURES
GUIDE UPDATE**

The department's Project Procedures Guide (PPG) has been updated effective June 1, 2009 and is now available at <http://www.dot.il.gov/materials/ppgfinal.pdf>. If you have any comments or questions about this guide, please e-mail PPGComments@dot.il.gov.

**INSURANCE
REQUIREMENTS ON
LOCAL ROADS AND
STREETS' PROJECTS**

All Local Roads and Streets' contracts contain a Special Provision ([LR-107-4](#)) requiring the contractor to name listed entities as an additional insured under the contractor's general liability insurance policy in accordance with Article 107.27 of the Standard Specifications for Road and Bridge Construction. Contractors with "blanket" certificates of insurance will need to have any necessary endorsements in place and submitted to the Contracts Office before the contract can be executed. Local Roads and Streets' contracts can be identified by the second digit of the contract being an odd number. Some contractors have not been submitting the required insurance, which causes delays in execution of the contract. Please contact Nancy Knapp or Ryan Sheley at (217) 782-7806 if you have any questions.

**REMINDER
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REMINDER****IDHR NUMBER
RENEWAL**

All contractors must be registered or submit evidence of application with the Illinois Department of Human Rights (IDHR) prior to obtaining authorization to bid. IDHR numbers are valid for a five-year period and must be renewed previous to their expiration date to remain in effect. According to department records, a majority of contractor's IDHR numbers are due to expire in 2009. If a contractor does not have proof of a current IDHR number, they will not be granted authorization to bid. **Please fax a copy of the IDHR renewal notification, which includes your number and new expiration date, to the Prequalification Section at (217) 524-4922.**

To re-register, contractors must file an Employer Report Form (IDHR PC-1) with IDHR. A form can be obtained in one of the following ways:

- Telephone the IDHR Public Contracts Unit at 312-814-2431 between Monday through Friday, 8:30 a.m. - 5:00 p.m., central time. (TDD): 312-263-1579)
- Download the form from the Internet at www.state.il.us/dhr/Forms/PC1_Form.doc
- Write to: Illinois Department of Human Rights, Legal Division - Public Contracts Unit, 100 West Randolph Street, Suite 10-100, Chicago, IL 60601

STAY INFORMED!

Keep in touch with your representative on the IDOT/Industry Policy Committee and IDOT/Industry Joint Co-op Committee.