

SPECIAL NOTICE

TO ALL CONTRACTORS SUBMITTING BIDS

Please remember to staple your bids together so that it will be less likely that anything will get misplaced or lost.

Please turn in your proposal printed **one sided**. Double sided copies cause a problem with the print shop and processing.

Thank you for your cooperation

If you have any questions about these issues please call Ryan Sheley at (217) 782-7806 or send an e-mail to ryan.sheley@illinois.gov

- SPECIAL NOTICE REGARDING DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION -

1. Special Provision – “Disadvantaged Business Enterprise Participation” Disadvantaged Business Enterprise (DBE) Utilization Plan

The proposals for the following items contain the Special Provision “Disadvantaged Business Enterprise Participation”.
It is the responsibility of each bidder to determine the results of the letting and for the "as read" low bidder to submit a DBE Utilization Plan (Plan), [Form SBE 2026](#), to the Illinois Department of Transportation (IDOT) within 7 working days after the date of the bid opening as required by the Special Provision. Forms for the submittal of the Plan are available in each district's Bureau of Construction office or by calling IDOT's Bureau of Small Business Enterprises at (217) 782-5490. Plans are to be submitted to IDOT's Bureau of Small Business Enterprises, Harry R. Hanley Building, 2300 South Dirksen Parkway, Room 319, Springfield, Illinois 62764. **Failure to submit a plan within 7 working days may be cause for rejection of the bid as not responsive and may subject the bidder to a penalty.**

SEE THE SPECIAL PROVISIONS WITHIN THE PROPOSALS FOR SPECIFIC DBE GOAL PERCENTAGES

2. ILLINOIS UNIFIED CERTIFICATION PROGRAM DBE DIRECTORY

Pursuant to the requirements of the federal regulations, all state transportation agencies that receive federal-aid funds are required to implement a “one-stop” certification process for DBEs. As a result of this requirement, IDOT, together with the City of Chicago, CTA, Metra and Pace, has established the Illinois Unified Certification Program (IL UCP).

The IL UCP maintains a DBE Directory to provide a reference source to assist bidders/proposers in meeting DBE contract goals. The DBE Directory lists the DBE-certified firms in alphabetical order with their address, contact information and specialty of work. It is the responsibility of the prime contractor/consultant to make his/her own determination regarding the capability of a DBE firm. Only those firms certified as of the letting date/bid opening may be utilized in meeting a DBE contract goal.

3. Supportive Services Consultants

The Bureau of Small Business Enterprises administers the federal DBE program and ensures that external Equal Employment Opportunity, On-the-Job Training and Labor contract requirements are met. The goal of IDOT's Supportive Services program is to provide assistance that fosters opportunities for IDOT's DBE firms and minority and female individuals to participate in IDOT's transportation-related contracts.

The following consultants have contracts to provide supportive services assistance. These services are provided at no charge to IDOT's DBE firms, to those firms seeking IDOT DBE program certification, to IL UCP DBE-certified firms who have an IDOT contract(s), and to prime contractors doing business with IDOT.

Management Assistance - DBE firm recruitment, certification application assistance, business plan orientation workshops, business plan reviews and updates, finance, technology, marketing strategy, networking with prime contractors and expanding business opportunities.

Districts 1 - 3 (contract period 10/08/08 – 10/07/09)

Mr. Theo Joyner, Project Director
Ralph G. Moore & Associates
211 West Wacker Drive, Suite 1050
Chicago, IL 60606
Phone: 312/419-7260 Fax: 312/419-1918

Districts 4 - 9 (contract period 7/19/08 – 7/18/09)

Mr. Larry Ivory, Project Director
Illinois State Black Chamber of Commerce
311 Fulton Street, Suite 530
Peoria, IL 61602
Phone: 309/740-4430 Fax: 309/672-1379

Districts 7 - 9 (contract period 7/19/08 – 7/18/09)

Mr. Nathaniel Adams, Project Director
Transportation Management Consulting Services
125 White Pine Avenue
O'Fallon, IL 62269
Phone: 618/570-1661 Fax: 618/628-1950

Technical Assistance – training and assistance in estimating, bidding, negotiations, technical tasks, reading specifications and plans, developing Unit (Metric) conversions and production schedules, procuring materials and supplies, and preparing required reporting forms and documentation; developing and managing subcontractor relationships, project staff development and project management.

Districts 1 - 9 (contract period 7/19/08 – 7/18/09)

Mr. Larry Ivory, Project Director
Illinois State Black Chamber of Commerce
311 Fulton Street, Suite 530
Peoria, IL 61602
Phone: 309/740-4430 Fax: 309/672-1379

Equal Employment Opportunity / On-the-Job Training - recruit and screen applicants, work with prime contractors to secure placement of trainees, conduct site visits, provide assistance with necessary work-related clothing, boots and tools; prepare required reporting forms and documentation; regular outreach with communities, organizations, contractors and other transportation stakeholders.

(Contracts have expired)

4. Minority-Owned Financial Institutions

It is IDOT's policy to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on federally funded contracts to make use of these institutions.

As of August 19, 2008, the list of Minority Depository Institutions in Illinois are as follows:

1. All American Bank -----Des Plaines
2. American Metro Bank-----Chicago
3. Citizens Bank & Trust Company of Chicago-----Chicago
4. Community Bank of Lawndale-----Chicago
5. The Foster Bank -----Chicago
6. Highland Community Bank -----Chicago
7. Illinois Service Federal Savings and Loan Association. -----Chicago
8. International Bank of Chicago -----Chicago
9. Mutual Bank-----Harvey
10. National Republic Bank of Chicago -----Chicago
11. Pacific Global Bank -----Chicago
12. Seaway National Bank of Chicago -----Chicago

SMALL PROJECTS LISTING

August 14, 2009 Special Letting

Small Business Set-Aside

There are no projects designated for the Small Business set-aside program in this bulletin.

Hot-Mix Asphalt Projects (less than 3000 Ton)

The following items on this letting are small business projects designated to encourage the participation of ***prequalified*** small businesses and or ***prequalified*** Disadvantaged Business Enterprises. These items have up to 3,000 tons of bituminous products; however, the ownership of a bituminous plant is not required in accordance with 44 Illinois Administrative Code 650.70. These designated projects are open for bidding by any pre-qualified contractor with a Hot-Mix Asphalt (HMA) Paving work rating or a Hot-Mix Asphalt (HMA) Plant Mix work rating. All other prequalification requirements are unchanged.

There are no projects designated as Small Projects in this bulletin.

Special Notice Regarding IDOT Proposals, Authorization To Bid, and Requests For Plans & Proposals

ABOUT IDOT PROPOSALS

All Proposals issued by IDOT are potential bidding proposals. Each proposal contains all Certifications and Affidavits, a proposal signature sheet and a Proposal Bid Bond required for Prime Contractors submit a bid after written AUTHORIZATION TO BID has been issued by IDOT. A Proposal Bid Bond and Authorization To Bid are not required on items designated as Small Business Set-Aside.

ABOUT AUTHORIZATION TO BID (Not required for Small Business Set-Asides)

WHO CAN BID? Bids will be accepted from only those companies that **request and receive** written **Authorization to Bid** from IDOT. To request authorization, a potential bidder must complete and submit Part A of the Request for Authorization to Bid/or Not For Bid Status for ([BDE 124INT](#)).

WHAT CONSTITUTES AUTHORIZATION TO BID? When a prospective prime bidder submits a BDE 124INT he/she must indicate at that time which items are being requested for bidding purposes. Only those items requested For Bidding will be analyzed. After the request has been analyzed, the bidder will be issued a **Proposal Denial and/or Authorization Form** that indicates which items have been approved for Bidding. If **Authorization to Bid** cannot be approved, the **Proposal Denial and/or Authorization Form** will indicate the reason for denial.

FIRMS UNSURE AS TO AUTHORIZATION STATUS? Firms that have not received an authorization form within a reasonable time of complete and correct original document submittal should contact the department as to status. This is critical in the week before the letting. These documents must be received by three days before the letting date. Firms unsure as to authorization status should call the Prequalification Section of the Bureau of Construction at 217/782-3413.

NOTICE

NO AUTHORIZATION TO BID WILL BE ISSUED UNTIL A **COMPLETED PART A OF FORM BDE 124INT** AND THE **ORIGINAL** AFFIDAVIT OF AVAILABILITY HAS BEEN FILED WITH THE CENTRAL BUREAU OF CONSTRUCTION.

FOR SMALL BUSINESS SET-ASIDES, THE AFFIDAVIT OF AVAILABILITY IS NOT REQUIRED.

SPECIAL NOTICE

ATTENTION IDOT FORM USERS!

Beginning Wednesday April 15, 2009 the Illinois Department of Transportation will begin posting all business forms developed using Microsoft Word and/or Microsoft Excel in the 2007 format.

To open Microsoft Office Word 2007 .docx or .docm files with Microsoft Office Word 2003, Word 2002, or Word 2000, you need to install the Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats and any necessary Office updates. By using the Compatibility Pack for the 2007 Office system, you can open, edit some items, and save Office Word 2007 documents in previous versions of Word.

If you have questions regarding this conversion, please e-mail

Dorothy.Negangard@illinois.gov

SPECIAL NOTICE

SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION

PA 95-0635 SUBSTANCE ABUSE PREVENTION PROGRAM (SAPP) Effective January 1, 2008

This Public Act requires that all contractors and subcontractors have a SAPP, meeting certain requirements, in place **before** starting work.

The contractor should submit their correctly completed SAPP Certification (Form [BC 261](#)) to the District at the preconstruction conference.

The requirements of this Public Act are a material part of the contract, and the contractor shall require this provision to be included in all approved subcontracts. The contractor shall submit the correctly completed SAPP Certification (Form BC 261) for each subcontractor with the Request for Approval of Subcontractor ([Form BC 260-A](#)).

Subcontractor Registration

Subcontractors interested in participating on contracts are required to register with the Department. Prequalified contractors, consultants, material suppliers and trucking companies are **NOT** required to register. Subcontractors can register electronically at the Department's web site, <http://www.dot.il.gov/>. At the home page click on "Doing Business". The subcontractor registration form is listed under Contractor Services. The registration form requires minimal information and can be completed in minutes. Confirmation, along with a registration number, will be received by e-mail in 1-2 days. Registration is valid for one year and will then require renewal. Questions may be addressed to the Prequalification Section, Bureau of Construction.

Phone: (217) 782-3413

E-mail: Michael.Copp@illinois.gov