



Illinois Department of Transportation

Bureau of Construction
2300 South Dirksen Parkway/Room 322
Springfield, Illinois 62764

Affidavit of Availability For the Letting of _____

Instructions: Complete this form by either typing or using black ink. "Authorization to Bid" will not be issued unless both sides of this form are completed in detail. Use additional forms as needed to list all work.

Part I. Work Under Contract

List below all work you have under contract as either a prime contractor or a subcontractor. It is required to include all pending low bids not yet awarded or rejected. In a joint venture, list only that portion of the work which is the responsibility of your company. The uncompleted dollar value is to be based upon the most recent engineer's or owners estimate, and must include work subcontracted to others. If no work is contracted, show **NONE**.

	1	2	3	4	Awards Pending	
County and Section Number						
Contract With						
Estimated Completion Date						
Total Contract Price						Accumulated Totals
Uncompleted Dollar Value if Firm is the Prime Contractor						
Uncompleted Dollar Value if Firm is the Subcontractor						
Total Value of All Work						

Part II. Awards Pending and Uncompleted Work to be done with your own forces.

List below the uncompleted dollar value of work for each contract and awards pending to be completed with your own forces. All work subcontracted to others will be listed on the reverse of this form. In a joint venture, list only that portion of the work to be done by your company. If no work is contracted, show **NONE**.

						Accumulated Totals
Earthwork						
Portland Cement Concrete Paving						
Bituminous Plant Mix						
Bituminous Aggregate Mixture						
Miscellaneous Bituminous Paving						
Clean & Seal Cracks/Joints						
Aggregate Bases & Surfaces						
Highway, R.R. and Waterway Structures						
Drainage						
Electrical						
Cover and Seal Coats						
Miscellaneous Concrete Construction						
Landscaping						
Fencing						
Guardrail						
Painting						
Signing						
Fabrication						
Building Construction						
Other Construction (List)						
Totals						

Disclosure of this information is **REQUIRED** to accomplish the statutory purpose as outlined in the "Illinois Procurement Code." Failure to comply will result in non-issuance of an "Authorization To Bid." This form has been approved by the State Forms Management Center.

Part III. Work Subcontracted to Others.

For each contract described in Part I, list all the work you have subcontracted to others.

	1	2	3	4	Awards Pending
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Total Uncompleted					

I, being duly sworn, do hereby declare that this affidavit is a true and correct statement relating to ALL uncompleted contracts of the undersigned for Federal, State, County, City and private work, including ALL subcontract work, ALL pending low bids not yet awarded or rejected and ALL estimated completion dates.

Subscribed and sworn to before me
 this _____ day of _____ Type or Print Name _____
 Officer or Director Title

Signed _____

 Notary Public

My commission expires _____

(Notary Seal)

Company _____

Address _____



Illinois Department of Transportation

Bureau of Design & Environment
2300 South Dirksen Parkway / Room 326
Springfield, Illinois 62764

Request for Authorization to Bid/or Not For Bid Status

Contractor Number _____

TYPE OR USE BLACK INK

The undersigned has downloaded and/or ordered CD-ROM's of the plans and proposals from the _____ Letting.
Letting Date

Check No. _____ for \$ _____, payable to "State Treasurer of Illinois", is enclosed as payment for CD-ROM(s).

Part A: I hereby request Electronic Plans and Proposals on CD-ROM.

SPECIAL NOTICE ELECTRONIC PLANS AND PROPOSALS

Plans and/or proposals may be downloaded from the Department's Web Site at no cost. <http://www.dot.il.gov> CD-ROM's containing plans and proposals may also be purchased from IDOT at a cost of \$35.00 per letting set.

Firms wishing to bid directly to the Department **MUST** request Authorization to Bid. Prospective bidders must also submit an Affidavit of Availability. Does not apply to Small Business Set-Asides.

Firms downloading plans and/or proposals that do not wish to bid directly to the Department will not be placed on the Not For Bid list unless they request to be added to the list. Such requests shall be made by submitting a Request for Authorization to Bid/or Not For Bid Status form. (BDE 124INT)

The Department offers plans and proposals in electronic format **ONLY**.

Part B: I plan to bid as a prime contractor and hereby request **Authorization to Bid** the following items:

Upon receipt of the required **original** Affidavit of Availability, IDOT will review the request and issue an "**Authorization to Bid**" only on the items listed in Part B. Firms wishing to be listed on the FOR BID list for Small Business Set-Asides may also complete Part B.

Requestor Remarks:

Part C: Please list our Company on the Not For Bid List for the following items:

For IDOT Use Only

TO EXPEDITE THIS REQUEST, FOLLOW INSTRUCTIONS ON PAGE TWO.

Walk-In
Hold for Pickup

Posted By:

E-Mail: _____

Requestor Phone No.: _____ Requestor Fax No.: _____

Company: _____

Street Address:(**) _____

For United Parcel Delivery

City

State

Zip Code

Post Office Box No.:(**) _____

Box No.

For First Class Delivery

City

State

Zip Code

Requested By _____

Dept. Of Human Rights No.(*) _____

Exp. Date _____

(*) To be obtained from Department of Human Rights, Compliance Division
Public Contracts Unit, 100 W. Randolph, Suite 10-100, Chicago, Illinois 60601

(**) Complete street address and post office box are required.

On joint venture request use address of joint venture.

Copies to:

Construction Plans & Proposal

Department Customer

Instructions

Requests for Authorization to Bid must be accompanied by an original Form BC-57, Affidavit of Availability. Does not apply for Small Business Set-Asides.

Authorization to Bid will not be issued after the time and date specified in paragraph 1 (a) and 1 (b) of the Transportation Bulletin.

How to Expedite this Request

1. Using **Black Ink** complete the request form listing all item numbers for PLANS requested in numerical order.
 2. **E-mail** the completed request form to D&Econtracts@dot.il.gov or Fax to 217-785-1141.
 3. **Do Not** make any changes on the request form after it has been faxed. Additional items will require a supplemental request.
 4. Mail hard copy of the request form to IDOT. The mailed request should include a check to pay for the requested CD. If requesting **Authorization to Bid**, the requestor should also include the required **Affidavit of Availability with an original signature**. The preceding does not apply to Small Business Set-Asides.
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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 to submit a bid after written **Authorization to Bid** has been issued by IDOT's Central Bureau of Construction. Small Business Set-Asides do not require **Authorization to Bid** or a **Proposal Bid Bond**.

ADDENDA/REVISIONS: Those contractors downloading proposals from the internet are responsible for checking the Department's web site (<http://www.dot.il.gov>) for any ADDENDA or REVISIONS that may effect the downloaded proposal. An Addenda/Revision tracking sheet is on the Department's web site and notification may be e-mailed, upon subscribing to Departments' subscription service. Once an Addendum or Revision is confirmed, the updated material may be downloaded from the internet. It is the contractor's responsibility to download the updated Proposal to receive the updated information.

HOW TO OBTAIN ELECTRONIC PLANS & PROPOSALS? Download from IDOT's website <http://www.dot.il.gov> and/or order entire letting set on CD-ROM for \$35. The CD-ROM contains all plans & proposals pertaining to the specific letting.

WHO CAN BID? Bids will be accepted from only those companies that request and receive written **Authorization to Bid** from IDOT. The preceding does not apply to items designated as Small Business Set-Asides.

WHAT CONSTITUTES WRITTEN AUTHORIZATION TO BID? When a prospective prime bidder submits a "Request for Plans" 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**, approved by the Central Bureau of Construction, 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. The preceding does not apply to items designated as Small Business Set-Asides.

ABOUT AUTHORIZATION TO BID: 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 the number listed at the end of these instructions for items subject to prequalification. For Small Business Set-aside items contact the Contracts Office. The preceding does not apply to items designated as Small Business Set-Asides.

WHAT MUST BE INCLUDED WHEN BIDS ARE SUBMITTED? Bidders need not return the entire proposal when bids are submitted. That portion of the proposal that must be returned includes all documents from the Proposal Cover Sheet through the Proposal Bid Bond and other special documentation and/or information that may be required by the contract special provisions. All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed by IDOT personnel.

ABOUT SUBMITTING BIDS: It is recommended that bidders deliver bids in person to insure they arrive at the proper location prior to the time specified for the receipt of bids. Any bid received at the place of letting after the time specified will not be accepted.

WHO SHOULD BE CALLED IF ASSISTANCE IS NEEDED?

Questions Regarding	Call
Prequalification and/or Authorization to Bid	217/782-3413
Preparation and submittal of bids (Contracts Office)	217/782-7806
Electronic plans/proposals	217/782-7806