

Special Notices

Disadvantaged Business Enterprises

Form A: Explanation and Instructions

IDOT Proposals Authorization to Bid Requests

Small Business Set-Asides

Special Provision for Insurance (LR 107-4)

Subcontractor's Registration

Teamster Apprenticeship and Training Program

SPECIAL NOTICE

Bureau of Local Roads and Streets
SPECIAL PROVISION FOR INSURANCE, (LR 107-4)

Selected contracts on the April 27, 2007 Letting and all future Local Roads and Streets' contracts will 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 number being an odd number.

If you have any questions, please feel free to contact Nancy Knapp or Jim Duncan at 217-782-7806.

SPECIAL NOTICE REGARDING DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

SEPTEMBER 21, 2007 LETTING

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 (Department) 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 the Department’s Bureau of Small Business Enterprises at (217) 782-5490. Plans are to be submitted to the Department’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.**

ITEM - %	ITEM - %	ITEM - %	ITEM - %	ITEM - %
1. 10.00% DBE	2. 15.00% DBE	4. 10.00% DBE	5. 10.00% DBE	6. 6.00% DBE
7. 3.00% DBE	11. 12.00% DBE	12. 18.00% DBE	13. 6.00% DBE	14. 8.00% DBE
15. 3.00% DBE	16. 6.00% DBE	17. 4.00% DBE	18. 5.00% DBE	19. 8.00% DBE
20. 9.00% DBE	21. 3.00% DBE	24. 6.00% DBE	30. 6.00% DBE	31. 8.00% DBE
32. 6.00% DBE	35. 5.00% DBE	36. 5.00% DBE	38. 5.00% DBE	39. 20.00% DBE
40. 5.00% DBE	42. 5.00% DBE	43. 10.00% DBE	45. 9.00% DBE	47. 10.00% DBE
48. 10.00% DBE	49. 15.00% DBE	50. 7.00% DBE	51. 10.00% DBE	52. 18.00% DBE
53. 15.00% DBE	55. 9.00% DBE	56. 16.00% DBE	57. 14.00% DBE	58. 5.00% DBE
59. 20.00% DBE	61. 10.00% DBE	62. 10.00% DBE	63. 15.00% DBE	66. 10.00% DBE
67. 8.00% DBE	2A. 4.00% DBE	3A. 7.00% DBE	1LR. 9.00% DBE	

2. 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, the Department, together with the City of Chicago, CTA, Metra and Pace, has established the Illinois Unified Certification Program (IL UCP).

The IL UCP maintains a Directory to provide a reference source to assist bidders/proposers in meeting DBE contract goals. The 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 Disadvantaged Business Enterprise (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 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 individual minorities and females seeking employment, to IL UCP DBE-certified firms who have an IDOT contract, 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 6/01/07 – 5/31/08)

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 7/19/07 – 7/18/08)

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 7/19/07 – 7/18/08)

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 7/19/07 – 7/18/08)

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.

Districts 1 and 8 (contract period 6/13/07 – 6/12/08)

Ms. Victoria Banks, Project Director
United Services of Chicago, Inc.
330 East 37th Street
Chicago, IL 60653
Phone: 773/624-5000
Fax: 773/624-5090

Districts 2, 3, 4, 5, 6, 7 and 9 (contract period 6/01/07 – 5/31/08)

Ms. Betty Z. Taylor, Project Director
Betty Z. Taylor & Assoc.
150 Pleasant Hill Road, Suite 217
Mailing address: P.O. Box 2692
Carbondale, IL 62902
Phone: 618/453.6267
Fax: 618/453.6274

4. DBE Financial Institutions -

It is the policy of the Department 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 March 31, 2006, the list of Minority Depository Institutions in Illinois are as follows:

1. American Metro Bank -----Chicago
2. Banco Popular North America-----Westmont, Melrose Park, Chicago,
-----Aurora, Prospect Heights, River Grove
3. Citizens Bank & Trust Company of Chicago-----Chicago
4. Community Bank of Lawndale -----Chicago
5. Foster Bank -----Chicago, Naperville, Niles
6. Highland Community Bank-----Chicago
7. Illinois Service Federal Savings and Loan Assoc.-----Chicago
8. International Bank of Chicago-----Chicago
9. Mutual Bank -----Harvey, Naperville, Downers Grove,
-----Westmont, Melrose Park, Aurora,
-----Prospect Heights, River Grove
10. National Republic Bank of Chicago-----Chicago
11. New Asia Bancorp (NAB Bank)-----Chicago, Westmont
12. Pacific Global Bank -----Chicago
13. Premier Bank-----Chicago, Wilmette
14. Seaway National Bank of Chicago-----Chicago, University Park
15. United Trust Bank -----Bridgeview

SMALL PROJECTS LISTING

The following items on this letting are designated as small business set-asides. In accordance with Section 45-45 of the Illinois Procurement Code and the rules of the Department, only bids from qualified small businesses will be considered for award. No construction business is a small business if its annual sales and receipts exceed \$10,000,000.

To encourage maximum competition, these small business set-asides are open bidding items. All bidders are required to submit with the bids a Qualification and Equipment Inventory Certification Form. The form is included with the proposal and bidding documents.

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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 Bituminous Paving work rating, a Bituminous Aggregate Mixtures work rating or a Bituminous Plant Mix work rating. All other prequalification requirements are unchanged.

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SPECIAL NOTICE

FORM A: FINANCIAL INFORMATION & POTENTIAL CONFLICTS OF INTEREST DISCLOSURE

There has been quite a bit of confusion with regard to the Form A, Financial Information & Potential Conflict of Interest, pages 12, 13 and 14 of the proposal. This is a dual purpose form. It informs us of ownership/financial interest and advises us as to potential conflicts of interest. It is necessary to complete either the "Certification Statement" (page 10) or "Form A" (pages 12, 13 and 14).

According to the first question, it is necessary to complete this form for each "individual" owner of the company (or the parent company) who has ownership interests either by owning more than 5% of the stocks or a monetary value exceeding 60% of the Governor's salary. If no owner of the company meets the criteria in item 1 and all answers to the questions are no; then, and only then, can the "Not Applicable Statement" portion of the form be completed (page 14). Most always the "Applicable Statement" should be completed. If the form is completed incorrectly, you will be asked to submit a new form. This will delay the processing of your bid.

It is also important to note that this form changes periodically. As a rule of thumb It would be a good idea to complete a new Form A document at least every other year, preferably with the January Letting.

Also, if you are a new company and submit a Form A to us with your bid; but you are not the low bidder, that bid is not processed in the same manner as the low bid. Therefore, we do not add the Form A to our files until such time as your company is low bidder on a project. If you send a Form A in with your first bid and are not the low bidder, you cannot complete the "Certification Statement" on page 10 in your subsequent bids certifying that the disclosure information previously submitted is current and accurate as there will be nothing in our files.

If you have any questions regarding this matter, please contact Lynette Jones or Jim Duncan at (217) 782-7806.

Special Notice Regarding IDOT Proposals, Authorization To Bid & 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 B 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 "Request for Proposal Forms and 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 issue 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 217/785-7927.

ABOUT REQUESTS FOR PLANS & PROPOSALS

The request form used for ordering plans and proposals, form [BDE 124INT](#) , has been designed to provide better communication between requesters and IDOT personnel who are responsible for processing plan and proposal orders. If requesters follow the instructions printed on the reverse side of the form, it will help save time, eliminate errors and expedite the processing of requests.

Requests for plans and proposals will not be honored unless submitted on the proper form, a copy of which is included in this issue of the Transportation Bulletin.

NOTICE

NO AUTHORIZATION TO BID WILL BE ISSUED UNTIL A **COMPLETED PART B 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

SMALL BUSINESS SET-ASIDES

Several items on this Letting are designated as small business set-asides. In accordance with Section 45-45 of the Illinois Procurement Code and the rules of the Department, only bids from qualified small businesses will be considered for award. No construction business is a small business if its annual sales and receipts exceed \$10,000,000.

To encourage maximum competition, these small business set-asides are open bidding items. In accordance with the rules of the Department, prequalification is waived for these items. All bidders, including those correctly prequalified by the Department, are required to submit with the bids a Qualification and Equipment Inventory Certification Form. The form is included with the proposal and bidding documents.

Please see the list of items elsewhere in the Bulletin. There will Small Business Set-asides on future Lettings as well.

Authorization to bid is not required; however, firms wishing to be listed on the For Bid list should so indicate by sending a Request For Authorization To Bid/or Not For Bid Status (form BDE 124INT).

If you have any questions please contact Jim Duncan at 217-782-7806.

Subcontractor Registration

Subcontractors interested in participating on contracts are required to register with the Department. Prequalified contractors, 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

**NOTICE TO ALL CONTRACTORS, SUBCONTRACTORS
AND COUNTY ENGINEERS**

IDOT Circular Letters 2006-1 and 2005-08 set forth the procedures for the handling of protests based on the responsible bidder provision of the Illinois Procurement Act. This provision concerns the participation of a bidder in applicable apprenticeship and training programs. These procedures will continue to be utilized.

In the past, protests involving the trade of Teamster were not allowed, as there was no U.S. Department of Labor approved Teamster apprenticeship and training program in downstate Illinois. In April, 2007, the U. S. Department of Labor approved a Teamster apprenticeship program. This apprenticeship program will be fully operational by the first of next year.

Therefore, as of January 1, 2008 protests for the trade of Teamster will be entertained by IDOT in the determination of a bidder qualifying under the responsible bidder provision of the Illinois Procurement Act. All bidders on projects utilizing that skill will be required to be a participant in an apprenticeship/training program for that trade.

These requirements apply to all bidders and subcontractors on state funded projects. They do not apply to federal-aid projects.

If you have any questions please contact Jim Duncan at 217-782-7806.