

“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. 106

October 2008

**REMINDER
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**AFFIDAVIT OF
AVAILABILITY and
REQUEST FOR
AUTHORIZATION TO
BID**

When submitting the Affidavit of Availability (BC-57), please ensure that you include **all** pending low bids not yet awarded or rejected. 44 IL Adm. Code Section 650.310.b states that “Prospective bidders shall notify the Department within **two (2) working days** of any low bids” pending award or contracts awarded **after** the submission of the affidavit. In addition, Section 650.350.d states that Authorization to Bid will be denied if “The contractor has provided false information on a bidder’s Affidavit of Availability or **has not promptly notified the Department of subsequent awarded contracts or pending awards.**”

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

**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, the majority of contractors’ 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 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 W Randolph St., Suite 10-100, Chicago, IL 60601



Illinois Department of Transportation

**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.

**CHANGE IN SUBMITTAL
TIME FOR SUBSTANCE
ABUSE PREVENTION
PROGRAM
CERTIFICATION
(FORM BC 261)**

Effective starting with the August 1, 2008 Letting, the Substance Abuse Prevention Program (SAPP) Certification ([Form BC 261](#)) for the contractor must be submitted to the district no later than the preconstruction conference.

This is a change in the submittal time; the SAPPs are not to be submitted with the bid. The contractor must submit the SAPP for each subcontractor along with the Request for Approval of Subcontractor ([Form BC 260-A](#)).

Please see the Special Notice elsewhere in this Bulletin. If you have any questions, please contact Ryan Sheley at (217) 782-7806.

**SALE OF LETTING SET
CDs DISCONTINUED**

Effective with the August 1, 2008 Letting, the department discontinued the sale of Letting Set CDs. The extremely low number of requests indicated that this feature is no longer needed.

The Request for Authorization to Bid/Not for Bid Status ([BDE 124 INT](#)) has been revised to reflect this change. Please be sure that you are using the new version of the form (Eff. 7/30/08). If you have any questions, please feel free to contact Ryan Sheley or Tim Garman at (217) 782-7806.

FRAUDULENT LETTERS

Some IDOT contractors have recently received fraudulent letters on U. S. Department of Transportation (USDOT) letterhead stating that they are currently registered as a prospective contractor for procurements issued by USDOT. The fraudulent letter requests the contractor to submit a financial release form to be eligible for procurement with the USDOT. In addition, a second letter is faxed at the same time claiming that the original fax number was incorrect and that the information should be faxed to a correct fax number. Please be aware that USDOT does not require any confidential information to be submitted to verify Central Contractor Registration System registration, and that all companies should verify personally that they are sending information to an authorized USDOT official before submitting confidential company information.

The most recent letters were dated **September 9, 2008, from “David Jacobson” as the Senior Procurement Officer**. Please **DO NOT** complete the Authorization to release financial information form that is attached to the letter and **DO NOT** release any information to the facsimile number cited in the second letter.

To report these fraudulent letters, the point of contact is the Department of Transportation Office of the Inspector General Hotline at 1-800-424-9071.

STAY INFORMED!

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