



Frequently Asked Questions: McHenry County Division of Transportation Plans & Proposal/Specifications Documents

- **Why do I need to submit a Request for Authorization to Bid?**

A Request for Authorization to Bid is required by the McHenry County Division of Transportation (MCDOT) to verify that a prime contractor prequalification certificate has been issued by the Illinois Department of Transportation (IDOT). Information from the Request for Authorization to Bid form is also used to maintain the Plan Holders Lists posted on the MCDOT website at <https://www.co.mchenry.il.us/county-government/departments-j-z/transportation/doing-business/bid-documents>.

- **When and how will I receive my Authorization to Bid?**

A bidder will receive their Authorization to Bid letter by email within three (3) working days of submitting a request. Requests for Authorization to Bid will not be processed if received after 4:00 p.m. three (3) days before the published letting date.

- **Can I still receive paper plans?**

Contact MCDOT at 815-334-4960 to request paper plans and specifications. Three (3) days advance notice is required. The charge for this service will be the cost of reproduction. Plans and specifications are available for download at no cost at <https://www.co.mchenry.il.us/county-government/departments-j-z/transportation/doing-business/bid-documents>.

- **Can I get a bid package on CD?**

Contact MCDOT at 815-334-4960 to request a CD. Each CD will contain all bid documents for that month's letting. Three (3) days advance notice is required. The charge for this service is \$20.00.

- **What if there is an addendum to the plans or specifications?**

All addenda to plans or proposals/specifications are posted on the MCDOT website, <https://www.co.mchenry.il.us/county-government/departments-j-z/transportation/doing-business/bid-documents>. Companies that sign up for the electronic notification will be alerted to addenda when they are published. **It is each Company's responsibility to download any addenda and include them with their project proposal(s).**

- **What do I need to include in my bid proposal?**

The following documents must be included in your bid proposal:

FOR CONTRACT PROPOSAL:

- Local Public Agency Formal Contract Proposal (BLR 12200)
- Schedule of Prices (BLR 12200a) **(Note: Written bid will not be accepted and will be subject to rejection of bid.)**
- Local Agency Proposal Bid Bond (BLR 12230)
- Apprenticeship or Training Program Certification (BLR 12325) [If included in the bid package]
- Affidavit of Illinois Business Office (BLR 12326)
- Affidavit of Availability (BC 57)

FOR MATERIAL PROPOSAL:

- Local Public Agency Material Proposal or Deliver & Install Proposal (BLR 12240)
- Material Proposal Schedule of Prices (BLR12241)

For Assistance Contact MCDOT at 815-334-4960