

## **Bid Submittal Guidelines**

The following are the standard guidelines for submitting bids at all LaSalle County Highway Department lettings.

### **Standard Guidelines for Submitting Bids**

- Use the Cover Page that is provided in the Bid Proposal as the first page of your submitted bid. This page has the lines provided for your company name and address in the upper right-hand corner.
- Do not use report covers, presentation folders or special bindings. Make sure all elements of your bid are stapled together including the Bid Bond (or Bid Check if applicable).
- Do not rely on overnight services to deliver your proposal on letting day. It will not be accepted if it is delivered after the advertised letting time.
- Do not include any Certificates of Eligibility, your Authorization to Bid, or Affidavit of Availability.
- Do not include the Subcontractor Documentation with your bid. This documentation is submitted only if you are awarded the contract.

## **Bid Submittal Checklist** **Contract Sections**

**Use the following checklist to assure completeness and correct order in assembling your bid**

- BLR 12200 – Proposal / Contract Cover
- BLR 12200 – Notice to Bidders
- BLR 12200 – Proposal
- BLR 12200a – Schedule of Prices
- BLR 12200 – Contractor Certifications
- BLR 12200 – Signatures
- BLR 12230 – Proposal Bid Bond (or Bid Check if applicable)
- BLR 12325 – Apprenticeship or Training Program Certification
- BLR 12326 – Affidavit of Illinois Business Office
- BC 261 – Substance Abuse Prevention Program Certification

**Bid Submittal Checklist**  
**Material or Deliver & Install Sections**

Use the following checklist to assure completeness and correct order in assembling your bid

- BLR 12240 – Material Proposal or Deliver and Install Proposal Cover
- BLR 12240 – Notice to Bidders
- BLR 12200 – Contractor Certifications
- BLR 12241 – Material Proposal Schedule of Prices
- BLR 12230 – Proposal Bid Bond (or Bid Check if applicable)
- BLR 12325 – Apprenticeship or Training Program Certification
- BLR 12326 – Affidavit of Illinois Business Office
- BC 261 – Substance Abuse Prevention Program Certification

**Bid Submittal Checklist**  
**Material Quotation Sections (F.O.B. Pit)**

Use the following checklist to assure completeness and correct order in assembling your bid

- BLR 12210 – Proposal / Contract Cover
- BLR 12250 – Request for Quotation