

**LASALLE COUNTY HIGHWAY DEPARTMENT**  
**BIDDING INSTRUCTIONS**

Each proposal contains all required documents for bidding including certifications, affidavits, signature sheet, and a proposal bid bond.

Bids will be accepted only from those companies that request and receive written Authorization to Bid from the LaSalle County Highway Department.

**PREQUALIFICATION**

Any contractor who desires to become pre-qualified to bid on work advertised by the LaSalle County Highway Department must submit the properly completed pre-qualification forms to the Department no later than 24 hours prior to the letting of interest. This pre-qualification requirement applies to first time contractors, contractors renewing expired ratings, contractors maintaining continuous pre-qualification or contractors requesting revised ratings. To be eligible to bid, existing pre-qualification ratings must be effective through the letting date.

**REQUESTS FOR AUTHORIZATION TO BID**

Contractors wanting to bid on sections included in a particular letting must submit the properly completed "Request for Authorization to Bid or Not For Bid Status" and supporting documents to the LaSalle County Highway Department no later than 24 hours prior to the letting date and time.

When a prospective prime bidder submits a "Request for Authorization to Bid or Not For Bid Status" he/she must indicate at that time which sections are being requested for bidding purposes. Only those sections requested for bidding will be analyzed. After the request has been analyzed, the bidder will be issued an **Authorization to Bid or Not For Bid**. If the **Authorization to Bid** cannot be approved, the reason for denial will be indicated.

Firms that have not received an **Authorization to Bid or Not For Bid** within a reasonable time of complete and correct document submittal should contact the Department as to the status. Firms unsure as to authorization status should call the Department.

**ADDENDA AND REVISIONS**

It is the bidder's responsibility to determine which, if any, addenda or revisions pertain to any project they may be bidding. Failure to incorporate all relevant addenda or revisions may cause the bid to be declared unacceptable. Bidders will be notified of Addenda that are generated for projects for which Authorization to Bid has been approved.