



## City of Wheaton

303 W. Wesley Street  
Wheaton, Illinois

For City of Wheaton Use Only

Prime Contractor Approved for Bid  
 NOT APPROVED TO BID

## REQUEST FOR AUTHORIZATION TO BID

### City of Wheaton – 2016 Road, Sewer, and Water Rehabilitation Program

IDOT Contractor Number \_\_\_\_\_

Plans, proposals, and specifications may be downloaded at no cost from the City of Wheaton's Web Site located at <http://www.wheaton.il.us/departments/purchasing>. The City of Wheaton offers plans, proposals, and specifications and addendums in electronic format ONLY.

**PREQUALIFICATION** - Any contractor who desires to bid the **City of Wheaton – 2016 Road, Sewer and Water Rehabilitation Program** must be pre-qualified by the Illinois Department of Transportation (IDOT). Forms and pre-qualification instructions are available at the IDOT website. <http://www.dot.state.il.us>

For this project, firms wishing to bid as a Prime Contractor shall have type of work rating of at least 50% for IDOT's Section, 003 - Hot-Mix Asphalt (HMA).

**REQUEST FOR AUTORIZATION TO BID** - Contractors wanting to bid as a Prime Contractor on the **City of Wheaton – 2016 Road, Sewer and Water Rehabilitation Program** letting, must submit the following to the City of Wheaton's Procurement Officer [JSchouten@wheaton.il.us](mailto:JSchouten@wheaton.il.us) via website E-mail no later than 4:30 p.m. February 24, 2016.

1. "City of Wheaton - Request for Authorization to Bid"
2. Current copy of IDOT "Certificate of Eligibility"

**WHO CAN BID?** Bids will be accepted from only those companies that request and receive **Authorization to Bid** from the City of Wheaton's Procurement Officer.

**WHAT CONSTITUTES AUTHORIZATION TO BID?** : When a prospective bidder submits a "City of Wheaton - Request for Authorization to Bid" (COW-RAB) the City will review the submitted information along with the "Certificate of Eligibility". After the request has been analyzed, the bidder's authorization status will be posted on the City website.

**ABOUT AUTHORIZATION TO BID:** Authorization to Bid status will be posted on the City's website within 2 working days of contractor document submittal. Firms unsure as to authorization status should contact the City of Wheaton's Procurement Office at [JSchouten@wheaton.il.us](mailto:JSchouten@wheaton.il.us)

**ADDENDA:** Inquiries regarding clarification or missing information should be directed to the City of Wheaton - Procurement Officer [JSchouten@wheaton.il.us](mailto:JSchouten@wheaton.il.us). Inquiries will be answered via published amendment. It is the contractor's responsibility to be aware of any amendments that may be issued regarding this project. Each amendment will be published on the City's website. Failure to incorporate all relevant amendments may cause the bid to be declared unacceptable.

The City of Wheaton's website is the primary tool to manage the bidding process. To receive an alert when bid items are updated subscribe to the Wheaton RSS Feed. (go to bottom right corner of webpage) Select: Engineering Department. It is the bidder's responsibility to check the Bid Documents webpage at, <http://www.wheaton.il.us/departments/purchasing> before submitting final bid information.

Company: _____			
Street Address: _____	For United Parcel Delivery		
City	State	Zip Code	
E-Mail Address: _____			
Requestor Phone No. _____		Requestor Fax No. _____	
Post Office Box No.: _____		Box No.	For First Class Delivery

1. Using **Black Ink**, complete the request form.
2. **E-mail** the completed request form to [JSchouten@wheaton.il.us](mailto:JSchouten@wheaton.il.us) or Fax to 630 260-2017
3. **Do Not** make any changes on the request form after it has been submitted. Additional items will require a supplemental request.

Request for Authorization to Bid will not be accepted after 4:30 PM, February 24, 2016.